

**BY ORDER OF THE COMMANDER  
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE INSTRUCTION  
13-202**



**23 APRIL 2014**

***Space, Missile, Command and Control***

***AIRFIELD DRIVING INSTRUCTION***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction is new and should be read in its entirety. It prescribes policy, responsibilities and procedures for qualification and certification of airfield driving and the safe control of motor vehicle traffic on the airfield at Tinker Air Force Base. The contents of this instruction apply to all military and civilian personnel assigned, attached or employed on Tinker AFB, to include contractor and temporary duty personnel. It applies to Air Force Reserve and Air National Guard (ANG) except where noted otherwise. This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Driving*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver Air Force Consolidated Occupational Safety Instruction* (AFI) 91-203, *Aircraft Flightline - Ground Operations and Activities* and Federal Aviation Administration Order (FAAO) 7110.65, *Air Traffic Control*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847's from the field through the appropriate functional channels. In accordance with AFI 13-204V2, *Airfield Operations Standardization and Evaluations*, this instruction requires review and coordination with HQ AFMC/A3OO, prior to publication.

***SUMMARY OF CHANGES***

This regulation has minor grammatical changes. and incorporates procedural changes from AFI13-213 *Airfield Driving*.

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## Chapter 1

### RESPONSIBILITIES

#### 1.1. General Information

1.1.1. This Instruction provides guidance for safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this instruction and AFI 13-213 (Airfield Driving).

1.1.2.1. In the interest of safety to airfield and flight operations, deviations to this instruction should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

1.1.2.2. If time permits, or at the discretion of 72OSS Airfield Management, forward proposed deviations to the HQ AFMC/A3OO, for an operational review.

#### 1.2. HQ AFFSA.

1.2.1. Develops USAF airfield driving operations, procedures, and training standards.

1.2.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving related Hazardous Air Traffic Report (HATRs) and Controlled Movement Area Violations (CMAVs).

1.2.3. Approves MAJCOM supplement(s), or equivalent, guidance to this AFI.

1.2.4. Reviews and provides final disposition on waiver request(s) to this AFI.

1.2.5. Supports AF Runway Safety Action Team (AFRSAT) programs, in accordance with AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.

1.2.6. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving, and to enhance flight safety.

#### 1.3. HQ AFMC/A3OO.

1.3.1. Supplements USAF airfield driving guidance as needed. **Note:** All supplements or equivalent guidance, to include interim changes to previously approved supplements, must be routed to HQ AFFSA/A3A for coordination prior to obtaining certification and approval to publish.

1.3.2. Reviews and coordinates on the TAFBI 13-202 prior to implementation and compliance.

1.3.3. Reviews and evaluates airfield driving incidents, causes, observations, and recommendations.

1.3.4. Conducts AFRSAT programs, in accordance with AFI 13-204 Volume 2.

1.3.5. Reviews and coordinates on wing/base level supplements to this AFI prior to certification and approval for implementation.

1.3.6. Reviews and provides endorsing comments on all AF IMT 4058s and AF IMT 847s.

#### **1.4. Host Wing Commander/Mission Support Group Commander.**

1.4.1. Designate personnel/agencies to support the Airfield Driving Program.

1.4.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.

1.4.3. Approves publication of the TAFBI 13-202.

1.4.4. Requests an AFRSAT through the HQ AFMC/A3OO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.

1.4.5. Reviews runway incursion incidents and corrective actions taken.

#### **1.5. Operations Group Commander or equivalent.**

1.5.1. Reviews CMAVs and corrective actions taken.

1.5.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.

1.5.2.1. The RIPWG will include 72OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit Airfield Driving Program Managers (ADPMs), and other organizational leadership as determined locally. RIPWG shall take the following actions:

1.5.2.1.1. Analyze each runway incursion and corrective actions taken.

1.5.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.

1.5.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

1.5.2.1.3.1. Increase or improve local training or testing materials.

1.5.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew, and ATC personnel, as applicable.

1.5.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.

1.5.2.1.3.4. Increase penalty for CMAVs.

1.5.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

1.5.2.1.3.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the

following:

1.5.2.1.3.6.1. Installing Stop, Do Not Enter, Contact Air Traffic Control Tower signs/markings at runway hold lines and roads leading to the runway.

1.5.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.5.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.5.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.5.2.1.3.6.5. Installing runway guard lights (RGL), if applicable.

1.5.2.1.3.6.6. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

1.5.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with HQ AFMC/A3OO prior to the procurement and/or use of new systems/technology.

1.5.2.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

1.5.2.1.3.6.9. Installing Location Signs.

1.5.2.1.3.7. Coordinate with HQ AFMC/A3OO and 72 ABW/CE prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

1.5.2.1.3.8. When required, ensure an airfield waiver is processed and approved.

1.5.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).

1.5.2.3. Publish minutes of the RIPWG and provide an informational copy to the HQ AFMC/A3OO within 30 calendar days.

## **1.6. Unit Commander or equivalent.**

1.6.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

1.6.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available.

1.6.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

1.6.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

1.6.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

1.6.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.6.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 4.1.2.

1.6.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consist of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

1.6.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this instruction. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See Attachment 3 for an example appointment letter.

1.6.8. Reviews individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

1.6.9. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield.

1.6.10. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

1.6.11. Participates in the RIPWG.

**1.7. Assistant Airfield Manager (Wing ADPM).** The Assistant Airfield Manager serves as the Wing ADPM and provides overall management on the Airfield Driving Program.

1.7.1. Develops the TAFBI 13-202 to establish the Wing Airfield Driving Program.



1.7.2. Uses Attachments 6 and 7 or electronic equivalent to conduct and document training on a unit ADPM

1.7.3. Provides unit ADPMs a copy of the TAFBI 13-202, training curriculum, and testing materials to manage unit ADP.

1.7.4. Conducts a review of TAFBI 13-202 to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

1.7.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs.

1.7.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.

1.7.5.2. Conduct random spot checks for enforcement and compliance with TAFBI 13-202. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.

1.7.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander, and ADPM.

1.7.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

1.7.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with this instruction.

1.7.5.3.1. Use Attachment 4 (available for download at AFFSA's website at <https://cs1.eis.af.mil/sites/affsa/a3a/sitepages/home.aspx>), or electronic equivalent to conduct and document the inspection of the unit ADP.

1.7.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.

1.7.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends, and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, and inclement weather driving conditions.

1.7.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.

1.7.7.1. TAB A: Unit ADPM appointment letter(s).

1.7.7.2. TAB B: TAFBI 13-202.

1.7.7.3. TAB C: Annual Program Inspection Results.

1.7.7.4. TAB D: Unit ADPM Training Documentation.

1.7.7.5. TAB E: Current list of unit assigned airfield drivers.

1.7.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key, Airfield Driving and Runway Incursion Videos.

1.7.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, maps, etc.).

1.7.7.8. TAB H: Airfield Violations/Corrective actions.

1.7.7.9. TAB I: References (e.g., AFI 13-213, *Airfield Driving*, AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20, and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

1.7.7.10. TAB J: Miscellaneous information (e.g. Spot Checks, Call Sign Listing, Advisories, Meeting Minutes, Digest Articles, RIPWG, etc.).

1.7.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.

1.7.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

1.7.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.

1.7.9. Coordinates on unit airfield driving lesson plans and tests.

1.7.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time, and duration of work. See paragraph 2.8 for additional information.

1.7.11. Provides classroom training.

1.7.12. Participates in the RIPWG.

1.7.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions, (e.g., daytime or ramp only) and refresher training due date. **Note:** A sample spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.

## **1.8. Airfield Driving Program Managers (ADPM).**

1.8.1. Appointed in writing by unit commander, see attachment 3.

1.8.2. Must be trained and certified to drive on the airfield without restrictions. Departing program manager shall train their replacement 30 days prior to departure or assuming unit airfield driving program manager duties.

1.8.3. Receive Program Managers Training from Wing ADPM on airfield driving Requirements.

1.8.4. When all requirements are met, an authorization letter to instruct, test, certify training completion, and audit unit program training is issued by AM. The letter will contain the two-letter designation assigned to the unit program. The two-letter designation is placed in front of the certification numbers issued by that unit. Training requirements and testing materials are provided by AAFM.

1.8.5. Administer the unit airfield driving training program according to this instruction and AFI 13-213.

1.8.5.1. Prepare *Airfield Driving Training and Certification Checklist and Airfield driving qualification checklist* (see Attachments 6 and 7), Forward documentation, along with the prepared AF Form 483, to Airfield Management (AM) for signature. AM requires the original copy of Certification of Airfield Training Letter be on file with AM. Maintain a copy of all documentation provided to AM for your records. For examples of prepared AF Form 483's refer to Attachment 11.

1.8.5.2. Maintain unit's portion of Tinker Airfield Drivers Database available on-line at <https://wwwmil.tinker.af.mil/72oss/>. Access to the Airfield Drivers Database will be given by AM after ADPM has completed ADPM Familiarization Training.

1.8.5.3. Maintain unit on-line airfield driving database, records, lists, forms, and documentation of certification memos. Provide AM with a quarterly listing of all current airfield drivers by 15 Apr, 15 Jul, 15 Oct, and 15 Jan using the unit's on-line airfield driving database.

1.8.5.4. Obtain airfield driving license, AF IMT 483, *Certificate of Competency*, from individuals that PCS, separate, retire or transfer to a new unit and update unit's on-line airfield driving database.

1.8.6. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF IMT 483. (See Attachment 6 and 7)

1.8.7. Identifies, documents, and tracks personnel requiring access to the CMA, MRMA, and RAMPS.

1.8.8. Ensures unit personnel who are not trained and certified to drive at night AF IMT 483 indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.

1.8.9. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483.

1.8.10. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access."

1.8.11. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield.

1.8.12. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc).

1.8.13. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.

1.8.14. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving.

1.8.15. Schedules personnel that will drive on the CMA for color vision testing.

1.8.16. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit.

1.8.17. Maintains an ADP Continuity Binder in the TAB format outlined in paragraph 1.7.7.

1.8.18. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

1.8.19. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

1.8.20. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this instruction and AFI 13-213.

1.8.21. Use Attachment 4 or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

1.8.22. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.

1.8.23. Conducts random spot checks for enforcement and compliance with this instruction. Correct all discrepancies noted.

1.8.24. Provides classroom training.

1.8.25. Maintains current and accurate training and testing materials.

1.8.26. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

1.8.27. Participates in the RIPWG.

1.8.28. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.

## **1.9. Airfield Management (AM).**

1.9.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

1.9.2. Limit vehicle operations in the Mandatory Radio Monitor Area (MRMA), Controlled Movement Area, (CMA) and runway crossings to those deemed mission essential. All non-

essential vehicle operations will utilize perimeter roads around the airfield to reduce the number of vehicles on the airfield.

1.9.3. Coordinate vehicular call signs that operate in the CMA/MRMA. The call sign list is located in Attachment 15 and a current listing can be found in AM Ops and the Control Tower.

1.9.4. Conducts random spot checks for enforcement and compliance with this instruction in conjunction with periodic airfield checks.

1.9.5. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.

1.9.6. The AFM, Wing ADPM, or Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

1.9.7. Imposes and publishes restricted driving routes as required.

1.9.8. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

1.9.8.1. Escort individuals off of the airfield.

1.9.8.2. Confiscate individuals AF IMT 483.

1.9.8.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

1.9.8.4. Document and report the incident to the Wing ADPM, AFM, and AOF/CC.

1.9.9. Participates in the RIPWG.

#### **1.10. Control Tower (72 OSS/OSAT).**

1.10.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

1.10.2. Reports known Airfield Driving violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the Airfield.

1.10.3. Participates in the RIPWG.

1.10.4. Coordinate with AM OPS when deviation from the provisions of this instruction is required in the interest of safety and mission accomplishment.

#### **1.11. Safety (72 ABW/SE).**

1.11.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

1.11.2. Provide concurrence/non-concurrence on unit requests to use tire chains on vehicles on airfield pavement.

1.11.3. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.)

1.11.4. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, and final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

1.11.5. Participates in the RIPWG.

1.11.6. Reviews CMA violations for trends.

#### **1.12. Security Forces (72 SFS).**

1.12.1. Monitors airfield vehicle operations for ADI compliance.

1.12.2. Enforces all traffic rules and directives on the airfield.

1.12.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

1.12.4. Notify AM of all airfield related infractions.

1.12.5. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

1.12.6. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

1.12.7. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

1.12.8. Complies with all procedures outlined for entry into the MRMA and CMA.

1.12.9. Participates in the RIPWG.

1.12.10. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

**1.13. Medical Facility (72 AMDS/SGPO).** Provide assistance when requested by AM to determine best process for testing/administering a color vision test.

#### **1.14. Airfield Drivers.**

1.14.1. All airfield drivers shall be familiar and comply with AFI 13-213, AFI 24-301, AFMAN 24-306, AFI 91-203, TAFBI 13-201 and this instruction.

1.14.2. Airfield drivers shall maintain currency in airfield driving training and proficiency.

1.14.3. Airfield drivers shall surrender their AF IMT 483, *Certificate of Competency*, during out-processing for PCS, PCA and/or separation.

1.14.4. Airfield drivers shall surrender their AF IMT 483, *Certificate of Competency*, upon request by unit ADPM or AM representatives.

1.14.5. Airfield drivers shall have their AF IMT 483, *Certificate of Competency*, in their possession when driving on any area of the airfield.

1.14.6. All airfield drivers shall carry a valid state license, U.S. Government license (if applicable See AFI 24-301, *Vehicle Operations*) and controlled/restricted area badge when driving on the airfield.

## Chapter 2

### TRAINING AND TESTING REQUIREMENTS

**2.1. Procedures for Issuing AF Form 483.** All base assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements. Sponsoring unit authorized/certified airfield drivers (Contracting, Civil Engineers, etc.) must escort non-base personnel who are not airfield driving qualified and require access to perform authorized work on the airfield.

2.1.1. Airfield Driving Qualification. All vehicle operators on the airfield (including those receiving a airfield or ramp pass) must possess a valid state license, U.S. Government driver's license, (if applicable, see AFI 24-301) and AF IMT 483, *Certificate of Competency*, certified for Tinker AFB Airfield Driving. ADPMs should restrict personnel to unit ramps if mission is limited to aircraft parking ramps only. In these cases, the AF IMT 483 will be certified RAMP ONLY. Individuals restricted to unit ramps are required to complete all airfield driving training requirements.

2.1.1.1. Services (72 FSS) shall conduct airfield driving training for vendors requiring access to any portion of the airfield.

2.1.1.2. Civil Engineering (CE) shall train and certify contractor personnel operating vehicles on the airfield, or will provide escort to non-qualified personnel.

2.1.1.3. Personnel loading or unloading vehicles from an aircraft are not required to be airfield driving certified as long as the loading supervisor controls their movements.

2.1.1.4. Contractors. In accordance with AFI 91-203, it is the responsibility of the Contracting Division to ensure contractors understand and comply with the airfield driving program and base personnel security access requirements. They are also to inform AM and 72 SFS of contractors who will have a requirement to drive on the airfield. No contractor is authorized to drive on Tinker airfield until properly trained and access granted. This requirement must be written in contract agreements.

2.1.1.4.1. The contractor shall go to the unit that they are assigned to for training (i.e., airfield pavement repair to CE).

2.1.1.4.2. Contractors who will have several personnel working on the airfield may assign a designated person(s) to receive airfield driver training. Not all contractor personnel require competency cards but will receive an airfield safety briefing prior to starting work. The designated and certified airfield driver will be responsible for escorting contractor vehicles on the airfield.

2.1.2. Training Criteria. The unit ADPM is responsible for airfield driving initial, annual, and re-certification training for their organization. ADPM may train individuals from another organization that do not have an airfield driving program; however, documentation for these individuals will be maintained and tracked by the ADPM conducting the training. Initial and re-certification training shall include, as a minimum, all the training items listed in Attachment 6 and 7.



2.1.3. Air Force Formal Training. To credit personnel's official training records, 72 FSS/FSDet offers the classroom portion and the videos of the airfield driving program. The ADPM will coordinate with the unit training monitor for this class. For further information and scheduling procedures call the respective unit training monitor or 72 FSS/FSDet at ext. 736-4317. An AF Form 623, On-the-Job Training Record, is filed in the military trainee's official training records. Note: Only 72 FSS/FSDet may submit SF182 to amend an employee's official training records.

2.1.3.1. The unit training monitor or ADPM is responsible for submitting the AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*, to 72 LRS.

2.1.3.2. The airfield driving program manager shall annotate the date and sign the Documentation of Airfield Training and Certification memo when classroom training and all other required training is completed.

2.1.4. AF IMT 483 preparation and documentation of training certification. After all training and testing are successfully accomplished; the ADPM will prepare AF IMT 483, *Certificate of Competency*, (Attachment 11), memo *Airfield Driving Training documentation and Certification*, (Attachment 6) and *Airfield Driving Qualification Training Checklist* (Attachment 7).

2.1.4.1. Assign a certification number. The certification number must include unit's two-letter designation, which is placed in front of the certification number. The first two numbers of the certification number will correspond with the current year (for example: EM13001, SP13001). The remaining numbers will run consecutively each year beginning with 001.

2.1.4.2. Competency cards for airfield driving expire three years from date of issue (last day of month) Place the competency card expiration date on the back of the form (see Attachment 11 for example).

2.1.4.3. If a contractor will be on the airfield for a short duration, issue a temporary competency card after training is completed by stamping the projected completion date on the back of the card. This will be the expiration date. Otherwise, they are to be escorted by a certified airfield driver.

2.1.4.4. Documentation of Airfield Driver Training and Certification. The memo *Airfield Driving Training Documentation and Certification* (Attachment 6) will include test date, name, rank, organization, duty phone, 483 certification number, State Drivers License (list state of issue and restrictions), and signature of unit commander or Unit ADPM to certify that all training was successfully completed. The memo *Airfield Driving Qualification Training Checklist* (Attachment 7) will include name, rank, organization, duty phone, 483 certification number. Memos require training items be initialed by trainer and trainee and signed by unit commander/civilian equivalent or Unit ADPM, to validate member(s) is a mission essential vehicle driver on the airfield/ramp areas.

2.1.4.5. The original copy of both the above memos and AF IMT 483(s) will be hand carried to AM, Bldg 240, Room 218. A copy of the memos will be retained in ADPM's continuity binder, along with the trainees' tests and CBT certificate.

2.1.4.6. Only the Airfield Manager or designated AM personnel shall endorse (sign) AF IMT 483(s), *Certificate of Competency*, for airfield driving.

2.1.4.7. ADPM shall update the unit's Tinker Airfield Driver Database master listing of certified airfield drivers available on-line.

2.1.4.8. Prepare AF IMT 483's for re-issue if unreadable, lost or destroyed by presenting a newly prepared competency card to AM for signature. All annual refresher training received must be documented and the word RE-ISSUED written on the reverse side of the 483. The original training date is indicated on the front of the 483, with any restrictions and the expiration date remains three years from the original training. The original certificate number issued will also remain the same.

**2.2. Color Vision Testing Requirements.** Airfield drivers that have a requirement to drive a vehicle on the airfield, must be able to distinguish between red, green, blue, yellow and white colors. A color/vision test will be administered by ADPM using the color vision tests identified below. EXCEPTION: Personnel that have a mandatory requirement for normal color vision entry and retention in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the Airfield driving program.

2.2.1. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. Note: Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

2.2.2. Color vision tests meeting mandatory requirements may be purchased by base units through the base supply system or from an ophthalmic supplier.

2.2.2.1. Wilson Ophthalmic Corp: Phone: 800-222-2020, Part No. 217-0000730-00

2.2.2.2. Veatch Ophthalmic Instruments: Phone: 800-447-7511, Part No. CTRI01-000

2.2.2.3. Waggoner <http://colorvisiontesting.cm/Waggoner.htm>

2.2.2.4. Ishihara Color Vision Tests: [www.hilco.com](http://www.hilco.com)

2.2.3. If the prospective driver fails the color vision test (more than 4 misses), the individual will be referred to AM for alternate color vision testing. The individual may be authorized a competency card only after successfully passing alternate color vision testing conducted by AM (72 AMDS/SGPD has approved AM alternate method of testing color vision). Individuals failing the alternate color vision testing will not be authorized airfield driving privileges.

**2.3. Day and Night Orientation Test Ride.** A practical airfield driving procedure orientation and driving test (check ride) for daytime will be conducted after the classroom training. If an airfield driver's duty hours are at night, then a separate practical night orientation and driving test (check ride) must also be conducted.

2.3.1. Individuals not receiving night orientation check ride, will have their AF IMT 483 restricted to DAYLIGHT HOURS ONLY. If the individual later requires a nighttime authorization, the ADPM will ensure training is provided and documented. The

documentation and AF IMT 483 will be updated and hand carried to AM for signature. ADPM will update the unit master airfield driving listing on-line.

2.3.2. Individuals receiving re-certification may have the driving testing portions of the training waived by ADPM if certified for ramp only. Annotate waived with instructor's initials on the *Documentation of Airfield Driver Training and Certification* memo. The waiver is based on the following:

2.3.2.1. Candidate has no previous airfield driving violations and is certified to drive on ramp areas only.

2.3.2.2. ADPM determines candidate is an overall good driver.

2.3.3. Practical Driving Test. At a minimum, the individual must:

2.3.3.1. Drive the vehicle during the check-ride.

2.3.3.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

2.3.3.3. Identify the location of runways and other CMAs.

2.3.3.4. Demonstrate the ability to contact ground control prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*). Use Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training Checklist (Attachments 6 and 7) to document test results.

**2.4. Airfield Driving Completion/Tracking. IAW HQ AFFSA MESSAGE: A3AM-09-09.** The AFFSA Airfield CBT Driving Course must be completed as part of Airfield Driving initial, annual, and re-certification training. The course is available through the AF Portal. A minimum score of 80 percent is required on the test. The test is part of training and is not the final written test. A printed copy of individual course test results (ADLS) must be kept on file by ADPM as evidence of completion.

**2.5. Local Testing Administration.** Individuals must successfully complete the local airfield diagram/layout test, General Knowledge/Communication test, and Runway Incursion Prevention test. Unit ADPMs will administer all tests. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See Attachment 6) AM provides written tests to ADPMs. All tests provided to ADPMs will include the date published and referenced instruction with date. ADPMs will maintain security of the written tests. The written test requires a passing score of 100 percent. Individuals failing the written test two times are required to re-accomplish the training program. Before taking the written test, the candidate must have completed all the following training requirements for initial and re-certification training. Exception: See 2.3.2.

2.5.1. Pass color vision test to distinguish between Red/Green/Yellow/White/Blue

2.5.2. USAF Airfield Driving CBT. (Completed no earlier than 30 days of initial or re-cert training)

2.5.3. Airfield Driving and Runway Incursion Prevention Videos.

2.5.4. Airfield Driving Classroom training to include communication/radio procedures.

2.5.5. Practical Airfield Driver Familiarization Training (day/night as applicable).

2.5.6. Practical Driving test (day/night as applicable).

**2.6. Airfield Diagram/Layout Test.** An airfield diagram/layout test will be taken by each prospective driver to evaluate as a minimum, knowledge and location of runways, taxiways, aprons, and other important areas on the airfield. AM will provide ADPMs with the airfield diagram and test requirements.

**2.7. Radio Phraseology Testing Requirements.** (For CMA Drivers only) Testing of phraseology will be included in the General Knowledge/Communication Test administered by ADPM. Individuals must score 100 percent on the phraseology portion of test.

**2.8. TDY and Non-Base Assigned Military/Civilian/Contractor Personnel.** TDY and non-base assigned military/civilian/contractor personnel must possess a valid AF IMT 483 and be trained/briefed on local airfield driving procedures to operate a vehicle on the airfield without an escort. EXCEPTION: TDY and non-base assigned military/civilian/contractor personnel who possess a valid AF IMT 483 from their home station and will not enter the CMA will be trained/briefed on the areas outlined below by AM.

2.8.1. Airfield signs and markings.

2.8.2. Speed limits for vehicle parking areas, aircraft parking ramps, airfield access roads, taxiways, runways, and aircraft/equipment/trailer towing operations.

2.8.3. Operating vehicles in the vicinity of aircraft.

2.8.4. Parking and chocking requirements.

2.8.5. Lateral distance requirements for mobile obstacles on runways/taxiways/aprons.

2.8.6. FOD control/prevention.

2.8.7. Runway incursion prevention.

2.8.8. Airfield violations and consequences.

2.8.9. Light gun signals.

2.8.10. MRMA and CMA procedures. Proper radio terminology and phraseology.

2.8.11. Airfield layout.

2.8.12. Document above training on "TDY Personnel/Non-Base Assigned Contractors Training Checklist" (Attachment 8) and hand carry with prepared AF IMT 483 to the Wing ADPM for signature.

2.8.13. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, and Rule 04.00.

## **2.9. Annual Refresher Training Requirements.**

2.9.1. Refresher training is required annually prior to the last day of the anniversary month. Refresher training will be annotated on the backside of the airfield driver's competency card with date and instructor's signature, i.e. 1st Annual Refresher Training on date/signature (see Attachment 11). The following is mandatory annual refresher training for individuals certified to drive on the airfield.

2.9.1.1. USAF Airfield Driving CBT (completed no earlier than 30 days of refresher training)

2.9.1.2. Review of this instruction with special emphasis on runway crossing procedures and radio communication procedures.

2.9.1.3. Runway Incursion Prevention Test.

2.9.1.4. Day and Night (if applicable) check ride with ADPM or a qualified airfield driver designated by ADPM.

2.9.1.5. ADPMs may require additional local training requirements for annual refresher training.

2.9.2. Annual refresher training will be documented on a local roster to include date of training, names and certification numbers. Update the unit airfield driving database master listing on-line with date completed. Do not sign on the reverse side of AF IMT 483 until annual training has been accomplished. The AF IMT 483 will be annotated by the ADPM. Annual refresher training documentation will be kept on file by the unit program manager and made available to AM on request and during program inspections/reviews.

2.9.3. Refresher training may be accomplished prior to anniversary date, as long as no more than 1 year has passed since training was last completed and documented. If refresher training is accomplished early, the new anniversary month is based on the month refresher training was last completed. If more than 1 year has lapsed since training was received, the IMT 483 is expired and all initial training requirements must be re-accomplished. NOTE: Training dates are valid until the last day of the anniversary month.

### Chapter 3

#### VEHICLE OPERATING PROCEDURES ON THE AIRFIELD

##### **3.1. Airfield Diagram.** Attachment 9 depicts the following items:

- 3.1.1. Controlled Movement Area (CMA) and Mandatory Radio Monitor Area (MRMA).
- 3.1.2. Location runways, taxiways, ramp/aprons, VFR, and INST holding position signs and markings.
- 3.1.3. Airfield access points.
- 3.1.4. Restricted area boundaries/entry control points.
- 3.1.5. Control area boundary.
- 3.1.6. Vehicle traffic lanes and traffic flow.
- 3.1.7. Critical area boundaries for precision navigational aids (e.g., ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.).
- 3.1.8. Location of Airfield Management and the ATCT.
- 3.1.9. Limited or no visibility with the ATCT blind spots.
- 3.1.10. Communication dead spots.
- 3.1.11. Jet Blast Hazards.

##### **3.2. Vehicle Requirements.**

3.2.1. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagram: **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

- 3.2.1.1. AFVA 11-240.
- 3.2.1.2. AFVA 13-222.
- 3.2.1.3. A current Airfield Map (provided by Wing ADPM).
- 3.2.1.4. A FOD container

##### **3.3. Procedures for Gaining Access to the Airfield MRMA and CMA.** All personnel driving/working on the airfield will receive training, a briefing, or a qualified escort prior to entry on the airfield.

3.3.1. Mandatory Radio Monitor Area (MRMA). The MRMA is outlined in Attachment 9 and is the area inside the airfield perimeter fence excluding ramp areas and the Controlled Movement Area (CMA). All vehicles operating in the MRMA shall be two-way radio equipped and capable to communicate with Tinker Ground. Vehicle operators shall monitor the FM Net frequency at all times in the MRMA and shall respond immediately to ground controls instructions. Vehicle operators shall request a radio check with the Tinker Ground, AM OPS, or another vehicle prior to entering the MRMA to ensure their radio is operating. No vehicle will operate in the MRMA unless the vehicle operator is airfield driver qualified

and vehicle is equipped with an operable two-way radio or escorted by another vehicle that has operable radio capable to communicate with the ground control.

3.3.2. Controlled Movement Area (CMA). The CMA is outlined in Attachment 9 and is the runway environment area outlined by runway hold short lines (200 ft from runway edge), mandatory signs and pavement markings, overruns, ILS glideslope, Precision Obstacle Free Zone (POFZ), localizer critical areas, and portions of runway clear zones.

3.3.2.1. Airfield drivers must request and receive permission from Tinker Ground to enter the CMA. Using telephones or cell phones to communicate with Tinker Ground is prohibited. Permission cannot be relayed through another vehicle or dispatcher. While in the CMA, personnel must maintain direct two-way radio communications with Tinker Ground and monitor the radio at all times. Vehicle drivers and/or pedestrians must read back all Tinker Ground instructions verbatim. Personnel must inform Tinker Ground when exiting the CMA.

3.3.2.2. For multiple vehicle operations, such as snow removal, maintenance, and/or construction crews, etc., at least one airfield driving qualified person shall maintain radio contact with Tinker Ground and accept responsibility for controlling all vehicles/personnel under their supervision.

3.3.3. Base agencies that operate in the MRMA/CMA shall obtain a sufficient number of radios programmed for the FM Net radio frequency with the selective call feature channel guard capability. Radios must be programmed by the base land mobile radio (LMR) office to provide this capability. This will require two different radio channel numbers on the radio. The first channel allows two-way communication with Tinker Ground. The second channel number will be designated for channel guard; one-way communication with the Tinker Ground (receive only) and two-way communication with all other agencies on the FM Net radio frequency. Vehicle operators will use channel guard when conducting routine transmissions with agencies other than Tinker Ground. This reduces the amount of chatter on the FM Net radio frequency and allows Tinker Ground to make essential traffic calls. Vehicle operators must switch from channel guard to the second programmed channel in order to communicate with Tinker Ground.

3.3.4. Short duration, non-recurring requirement (not to exceed seven days) may be satisfied by obtaining portable radios from AM OPS when available. Portable radios issued by AM OPS will be for a maximum of one day. Radio recipients must be airfield driving certified. TDY personnel must receive a radio/airfield refresher briefings. AM OPS personnel will provide these refresher briefings and a record will be kept. Upon turn-in, the radio condition and operation will be checked. If a radio does not operate correctly, the hand receipt will not be released, and AM will have the radio inspected for abuse.

3.3.5. Contractors requiring access to the airfield for more than seven days must provide their own portable radios with access to communication on FM Net radio frequency.

3.3.6. Radio operators shall acknowledge and respond to Tinker Ground instructions in a timely manner. In the event of radio failure by a vehicle, AM OPS will be notified by Tinker Ground to respond to the airfield to escort vehicle(s) off the MRMA/CMA.

3.3.7. If radio communication is unsuccessful with Tinker Ground, point vehicle towards Tinker Control Tower and flash your lights. Tinker Ground will give instructions via light

gun signals (see paragraph 3.15 and Attachment 12). Reposition vehicle to a safe distance/location from the MRMA/CMA.

3.3.8. If loss of radio contact occurs while vehicle is in the CMA, the operator shall immediately exit the CMA, hold short of all runways and reposition vehicle to a safe distance/location from the CMA.

3.3.9. If Tinker Ground cannot communicate with a vehicle and the vehicle operator is unaware of this situation, Tinker Ground will raise and lower the intensity of the runway lights. At this point the vehicle should exit the runway, hold short of all runways, and reposition to a safe distance/location from the MRMA and CMA.

3.3.10. When communicating on the radio about vehicle operations on the CMA, use the word OFF instead of the word CLEAR. EXAMPLE: *"Tinker Ground, Ops-27, off runway 18 at taxiway Charlie."* The word clear shall not be used by personnel operating vehicles on the airfield. **Exception:** Vehicle operators may reply "loud and clear" in response to Tinker Grounds request for radio transmission quality or clarity.

3.3.11. Vehicles operating in the MRMA, CMA, and ALL RAMPS shall be equipped with a roof-mounted rotating amber beacon or four-way hazard/warning flashers, which shall be turned on both day and night while in the CMA, MRMA, and Ramps. Rotating beacon requirements are: 55-watt halogen bulb rated at 30,000 candlepower and a rotation rate of at least 90 cycles per minute. Vehicles responding to an emergency shall have roof-mounted red or amber flashing lights and/or rotating beacon.

3.3.12. Vehicular Call Signs. The Airfield Manager will approve and publish vehicle call signs for recurring vehicle operations in the CMA/MRMA to ensure duplicate call signs are not used. Agencies that require recurring vehicle operations in the CMA/MRMA (i.e. Fire Department, Civil Engineers, Aircraft Maintenance, Security Force, etc.) will notify the Wing ADPM for assignment/approval of vehicle call signs. Approved vehicle call signs are listed in Attachment 15. A current listing of vehicle call signs shall be kept in AM OPS and the Control Tower.

3.3.13. Runway Crossing Procedures. Runway crossings must be limited to the absolute minimum to accomplish mission requirements. All vehicle operators/pedestrians shall stop 200' prior to any runway, at the runway hold line marking and mandatory hold sign, as appropriate, and obtain radio approval from Tinker Ground Control to cross or enter a runway. After receiving approval, personnel shall verbally acknowledge (read-back) the approval and visually scan the runway prior to entering or crossing. If hold short instructions are issued, vehicle operators shall acknowledge and read-back hold short instructions. Operators/pedestrians shall advise Tinker Ground when off the runway after crossing the runway and past the hold line marking/hold sign.

3.3.14. Airfield drivers will stop and hold at INST hold lines/signs. Drivers will request permission from Tinker Ground to proceed inside the INST hold lines/sign boundaries.

3.3.15. Ground Control approval is required to proceed around the horn from one taxiway to another by passing through the multiple intersection at TWY C, H, and K, north of RWY 13/31.



3.3.16. All vehicles operating on any runway will obtain radio approval from Tinker Ground to cross another runway regardless of runway in use. The requirement to obtain radio approval does not change for a closed runway.

3.3.17. Runway crossing may be approved by Ground Control only at taxiway/runway intersections. EXCEPTION: CE/Airfield Maintenance, Fire Department and AM OPS are authorized to enter/cross runways at other locations.

**3.4. Restricted Areas/Controlled Area.** Access to airfield controlled and restricted areas will be in accordance with Base Supplement to AFI 31-209, TAFB Plan 31-209, and TAFBI 31-101. See Attachment 9.3 for depiction of Controlled and Restricted Areas.

**3.5. Vehicle Parking and Chocking Procedures.**

3.5.1. Designated Vehicle Parking on the Airfield.

3.5.1.1. West of Runway 18/36 and Transient Munitions (TMF) area, AM exercises direct control of all designated parking. Marking of parking spaces is determined by AM in conjunction with requesting unit to promote mission accomplishment and maintain the capability to respond to contingency operations. Vehicle parking may be prohibited on short notice as required.

3.5.1.2. East of Runway 18/36, AM exercises indirect control, but maintains oversight, of designated vehicle parking through Aircraft Maintenance Group (76 AMXG). 76 AMXG will designate Maintenance Controlled parking spaces on the ramp east of Runway 18/36. Unit traffic wardens will be designated IAW AFI 31-204 and will ensure parking restrictions.

3.5.1.3. There is no private vehicle parking on the airfield. Vehicles may be towed off the airfield at the direction of AM OPS.

3.5.1.4. All requirements/requests for parking of vehicles and equipment on the airfield will be processed through 72 ABW/CE and AFM.

3.5.1.5. The 552 MXG/CC shall ensure vehicles parked south of Building 230 do not block the fire lane.

3.5.1.6. The 507 ARW/LG shall ensure vehicles parked northeast of Building 1030 do not block the fire lane.

3.5.2. Vehicles and wheeled equipment temporally parked on any part of the airfield shall be left unlocked with the parking brake set (if one is installed), gears set in park, chocks installed, (if without a parking brake) and the keys in the ignition. EXCEPTION: Vehicles parked on ramp areas designated for automobile parking.

3.5.3. Unless parked in a designated parking area, all unattended vehicles on the airfield will park so that they will not interfere with taxiing/towed aircraft or emergency vehicles and will not be pointed towards a parked aircraft.

3.5.4. When parked on the airfield at night, leave emergency lights/four-way flashers or beacon operating unless parked in a designated parking area.

3.5.5. Never leave a vehicle unattended while operating in the MRMA or CMA without advising Ground Control and AM OPS of intentions.

**3.6. Speed Limits.** Speed limits for vehicle parking areas, aircraft parking ramps, airfield access roads, taxiways, runways, and aircraft/equipment/trailer towing operations.

3.6.1. Any vehicle in close proximity (within 50ft) to an aircraft is 5 MPH.

3.6.2. Special purpose vehicles is 10 MPH.

3.6.3. General purpose vehicles is 15 MPH. EXCEPTION: Normal vehicle speed limit on runways during non-emergency operations will be 30 MPH or as necessary to expedite exit at Tinker Grounds direction. Speed limits for all emergency response vehicles i.e. Fire/crash, AM OPS, Ambulance, responding to bona fide emergency situations will be a speed that is necessary to respond expeditiously and safely.

3.6.4. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.

3.6.5. Aircraft/equipment/trailer operations:

3.6.5.1. Towing speed is 5 MPH for all aircraft and two or more maintenance stands. Towing speed for one maintenance stand is 10 MPH.

3.6.5.2. The maximum towing speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 15 MPH.

**3.7. Jet Blast.** Jet blast can cause serious damage/injury. Vehicle operators must comply with distance requirements in paragraph 3.8.3. Procedures for aircraft engine runs are outlined in TAFBI 13-201, paragraph 3.10.

**3.8. Procedures for Operating Vehicles in Close Proximity to Aircraft.**

3.8.1. When operating vehicles in the vicinity of parked aircraft, always approach with the driver's side of the vehicle towards the aircraft and the vehicle pointed away from the aircraft.

3.8.2. Vehicles will not be driven or parked closer than 10ft from a parked aircraft; 25ft to front, or beside an aircraft with engines running or about to be started, and 50ft from an aircraft being (or about to be) fueled.

3.8.3. The distance BEHIND most aircraft with engines running (or about to be started) is 200ft. The distance BEHIND heavy aircraft (B-1, B-52, C-5, C-17, DC/KC-10, E-3, E-6, KC-135, etc.) with engines running is 600ft. Deviations to these restrictions are permitted only when absolutely necessary for mission accomplishment.

3.8.4. Vehicles shall not be backed toward, driven under, or driven forward in the immediate direction of any aircraft except as authorized in certain loading, unloading, or refueling operations. In these cases, pre-positioned wheel chocks will be placed between the aircraft and the approaching vehicle to prevent the vehicle from striking the aircraft. Guides will be posted as a required safety measure.

3.8.5. Vehicle operators shall give way to taxiing/towing aircraft, or aircraft being led by a Follow-Me vehicle. Vehicles shall exit the taxiway by the shortest route or reverse course for oncoming aircraft traffic.

**3.9. Towing Operations.** Tow operators shall comply with procedures outlined in TAFBI13-201, paragraph 3.8. and local unit requirements.

**3.10. Emergency Vehicle Operations (AM, Fire and Rescue, Ambulance, Security Forces).** Vehicle operators shall give way/yield to all fire/crash vehicles, ambulances and other vehicles (AM OPS, Security Forces, Safety, Disaster Preparedness) responding to an emergency. All emergency response vehicles including Security Force vehicles, must comply with the procedures outlined in paragraph 3.3. for entry into the MRMA and CMA. EXCEPTION: Fire/crash emergency response vehicles and Airfield Management vehicle procedures as outlined in TAFBI 13-201, Chapter 5, and Emergency Procedures.

**3.11. Aircraft Ground Equipment (AGE) Operations.** AGE vehicle operators shall be airfield driving qualified and be certified to operate the appropriate AGE vehicle. AGE staging areas must comply with UFC 3-260-01.

**3.12. Restricted Visibility or Night Operations.**

3.12.1. When visibility is less than 100', vehicles (except emergency and alert) will not be operated on the airfield. Vehicles temporarily parked on aircraft parking ramps will use flashing lights.

3.12.2. Personnel or equipment within the ILS critical areas could seriously degrade the ILS performance. The ILS critical areas are protected by Instrument Hold Line (INST) markings/signs (see Attachment 10). Vehicle operators must stop and hold short at INST hold line and request permission to enter from Tinker Ground.

**3.13. Daytime Running Lights.** Vehicles operating on the airfield at night shall turn headlights off and ensure parking lights remain on when they meet a taxiing or towing aircraft. Vehicles with daytime running lights that cannot be turned off will either park in a safe location with ignition off, parking brake set, and emergency flashers on or pointed away from approaching aircraft.

**3.14. Airfield Driving Procedures.**

3.14.1. Unique unit requirements/operations and local restrictions.

3.14.1.1. Taxiways Bravo, Kilo, Hotel, Echo and Golf are restricted to vehicle/aircraft operations during AWACS Live Fire operations. Tinker Ground will issue appropriate advisories.

3.14.1.2. Local terms "Around the Horn" and "Multiple Intersection" are synonymous and are used when referring to the intersection on the north side of Runway 13/31 at taxiways C, H and K. Use of either phrase is correct when requesting through this area.

3.14.1.3. Smoking on the airfield is not authorized except in designated smoking areas. This no smoking restriction includes the inside of vehicles on the airfield.

3.14.1.4. Wear of hats on airfield will be IAW TAFBI 21-449.

3.14.1.5. Cellular/mobile phones must not be used while driving on the airfield.

3.14.1.6. Do not drive over Red Carpet located on Southeast side of Building 240.

3.14.2. Authorized Airfield Vehicle Traffic. Only mission essential GOV's, or other approved vehicles (contractor owned/leased or in special circumstances privately owned

vehicles) displaying the appropriate airfield or ramp pass are permitted on the airfield. Aside from vehicle identification and operator qualification restrictions, access to and movement on the airfield is limited to the following mission essential operations.

3.14.2.1. Airfield/Aircraft maintenance and operations requirements.

3.14.2.2. Airfield/Aircraft safety and security requirements.

3.14.2.3. Command and control.

3.14.2.4. Disaster/Accident response.

3.14.3. All non-essential vehicle operations will utilize perimeter roads around the airfield to reduce the number of vehicles on the airfield. Prior approval from the Airfield Manager is required for one-time non-essential vehicle operation on the airfield.

3.14.4. Runway crossings must be limited to the absolute minimum to accomplish mission requirements. See paragraph 3.3.14.

3.14.5. Vehicle operators shall refrain from crossing over in-ground fuel pit covers.

3.14.6. Traffic flow on aircraft parking ramps. To the maximum extent possible, vehicle traffic flow on aircraft parking ramps shall be parallel to the noses of the parked aircraft with the driver's side toward the aircraft. Marked roadways where available should also be used. Drive at 90-degree angles to driving lanes, not diagonally across parking ramps.

3.14.7. Vehicles will, to the maximum extent possible, treat taxi lines as road dividers and remain immediately to the right of the line.

**3.15. Control Tower Light Gun Signals.** All vehicles that operate on the airfield will have AFVA 11-240, *AIRPORT SIGNS AND MARKINGS SIGNAL DECAL* (see Attachment 12). The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference. Unit ADPMs must supply their unit's vehicles with the decal. AFVA 11-240 is available for download at <http://www.e-publishing.af.mil>.

3.15.1. Light gun signals are shown on AFVA Form 11-240 and are used when a vehicle has lost the capability of communicating with Ground Control. Vehicles no longer able to communicate with Ground Control will turn toward the tower and flash headlights. Tower will then direct the driver through light gun signaling. Vehicles must reposition to a safe distance/location from MRMA and CMA until reliable communications with Ground Control are established.

3.15.2. If communications fail while on the runway, exit the runway immediately. Proceed past the Hold Short Line, turn vehicle toward the Tower, and flash headlights. Follow light gun signal instruction. Proceed to a safe distance/location from MRMA and CMA until reliable communications are restored.

**3.16. Description and examples of airfield signs, markings and lighting.** See Chapter 3.3. of this instruction for procedures and standards to comply with airfield signs and markings. Additional guidance can be found in Attachment 2.

3.16.1. Mandatory signs are red with white legend, indicating mandatory holding positions for runways, and ILS critical area boundaries. They are collocated with the painted hold

short line. Mandatory signs are lighted for night/inclement weather. See Attachment 13.3 for example.

3.16.2. Taxiway Guidance and Informative signs identify location, direction, and designations of taxiways. Taxiway signs have black background with yellow lettering or yellow background with black lettering. Yellow lettering identifies the taxiway you are on, and black lettering identifies the taxiway you are approaching. Informative signs are lighted for night/inclement weather. See attachment 13.4 for example.

3.16.3. Runway markings are depicted with white retro reflective paint, taxiways and ramps have yellow markings. See attachments 9 and 10 for location of INST, hold short lines, and critical areas.

3.16.4. Airfield lighting examples are depicted in Attachment 13.1 of this instruction.

**3.17. Control Tower/Vehicle Radio Problem Areas and Visual Blind Spots.** Areas for potential radio blind spots when communicating with Tinker Ground include the ALC ramp, Munitions Facility, and southern and western portions of the airfield. Some of the same areas, as well as Echo ramp, cannot be seen from Tinker Control Tower.

**3.18. Foreign Object Damage (FOD) Control/Prevention.**

3.18.1. All vehicles that operate on the airfield inside the FOD checkpoints (see Attachment 9 for locations) must be equipped with an approved FOD container (see AFI21-101 AFMCSUP I) and a local manufactured tool for removing FOD in the tire treads.

3.18.2. Prior to entering airfield, ALL vehicles shall stop at a FOD checkpoint (signs and marked on pavement, see Attachment 9.2 for locations) and complete a FOD check. FOD checks include the inspection of tire treads for trapped objects (conduct a rollover of tires) or objects otherwise clinging to the vehicle, and securing loose items in the cargo areas. All foreign objects will be removed and disposed of properly. EXCEPTION: Emergency vehicles responding to an emergency are exempt from FOD checks if time does not permit a check. NOTE: Personnel responding during EXERCISES are not exempt from performing FOD checks.

3.18.3. Driving on unpaved areas and returning to airfield pavement is prohibited. However, if it is required in an emergency situation, the operator shall stop vehicle upon returning to the paved surface, dismount and complete a FOD check. If further movement will cause debris to be spread upon the paved surface, the vehicle shall not be moved and the vehicle operator shall radio for assistance. AM OPS or Tinker Ground shall be immediately advised so the area may be inspected, aircraft movement restricted, and cleanup action taken in a timely manner.

**3.19. Lateral Distance Requirements for Mobile Obstacles on Runways/Taxiways/Aprons.** Vehicles will not operate or be left unattended within the lateral obstacle clearance zones identified below:

**Figure 3.1. Lateral Distance Requirements for Mobile Obstacles on Runways, Taxiways and Aprons**

Runways- 1000ft each side of runway centerline  
Taxiways- 200ft each side of taxiway centerline  
552 north ramp- 63ft  
Romeo ramp- 73ft  
Tango ramp- 86ft  
507 ramp- 71ft  
MAC/TMF/ALC ramps- 125ft  
Echo ramp- 77ft  
245 transient ramp- 53ft  
Transient ramp grass row- 35ft  
(Unless mission essential and in continuous communications with Tinker Ground)

**3.20. Restrictions for Operating Motorcycles, Mopeds or Scooters, Bicycles, Tricycles and Pedestrians.**

3.20.1. Non-motorized cycles will be operated only within unit ramp areas and not in the MRMA or CMA. Use on ramp areas is discouraged and will only be authorized and operated as individually approved by the unit Vehicle Control Officer (VCO) and subject to unit directives. Bi/tricycles will be equipped with:

- 3.20.1.1. Brakes adequate to control movement.
- 3.20.1.2. Aural device capable of being heard from a distance of 50'.
- 3.20.1.3. Headlamp capable of showing a white light at least 50' for night operations.
- 3.20.1.4. Rear reflector.

3.20.2. Airfield or ramp pass is not required for bi/tricycles.

3.20.3. Bi/tricycle operators must be certified airfield drivers and must carry their certificate of competency (AF IMT 483) while riding in unit ramp areas.

3.20.4. Motorcycle/Moped. Operations on the airfield are prohibited except in designated vehicle parking areas and for the purpose of participating in the Motorcycle Safety Foundation hands on training class sponsored by OC-ALC/SEG.

3.20.5. Pedestrians are prohibited in the MRMA and CMA unless coordinated with AM. Personnel needing to conduct airfield maintenance and operations in the MRMA and CMA will be transported to and from work site by a government vehicle or other approved vehicle displaying appropriate airfield or ramp pass driven by an airfield driving qualified driver.

**3.21. Vehicle Traffic Control Devices/Lights for Crossing Active Taxiway/Runways.** No vehicle traffic control devices are used at Tinker.

**3.22. Procedures for Vehicles Equipped with Snow Chains.**

3.22.1. Use of tire chains on vehicles may cause airfield pavement damage and FOD hazards. Tire chains may only be used on airfield pavements after obtaining coordination and approval from Airfield Management, Safety, and Civil Engineers.

3.22.2. Units that require use of tire chains will conduct an operational risk assessment for need to use tire chains and submit request for coordination/approval with the above agencies. Damage to pavement and FOD potential must be evaluated in the risk assessment.

3.22.3. Vehicles equipped with studded tires are prohibited on the airfield.

**3.23. Airfield Construction/Work Crew/Maintenance Restrictions.** The procedures outlined in this paragraph and paragraph 3.3. shall be followed by all base agencies to ensure positive control of all contractors working on or near the airfield is maintained at all times.

3.23.1. All contractor activities within the airfield boundary, including ILS critical areas, and clear zones shall be pre-coordinated with Airfield Manager and 72 ABW/CE Community Planner prior to the contractor proceeding on the airfield. These agencies will evaluate the impact of proposed activity on flight operations and ensure appropriate waivers are approved by 72 ABW/CC prior to start of work.

3.23.2. All contractors must receive an airfield safety briefing from Airfield Manager prior to commencing work on the airfield. Procedures for vehicle routes, site maintenances/cleanup, waste control and material/equipment storage will be developed by AM, 72 ABW/CE and OC-ALC/PKO.

3.23.3. All base organizations will ensure all airfield and airfield facilities maintenance activities are pre-coordinated with AM OPS each day prior to proceeding on the airfield, i.e. sweeper, airfield lighting, etc.

3.23.4. The Contracting Division and Civil Engineering shall also:

3.23.4.1. Ensure contractor personnel who will be operating their equipment or vehicles within the MRMA/CMA, or on any aircraft parking ramp, receive the following airfield driving training; FOD prevention and tool control training, are scheduled for an airfield safety briefing with AFM, and have portable radios capable of communicating with Tinker Ground for projects over seven days. Include these requirements in contract.

3.23.4.2. Submit request for airfield authorization passes per Chapter 5. Provide entry access lists of appropriate personnel and vehicles to the Airfield Manager. Include these requirements in contract.

3.23.4.3. Notify the Airfield Manager (72 OSS/OSAM) at 734-5328 of all pre-construction meetings regarding construction on the airfield.

3.23.4.4. Submit requests to 72 ABW/CE for temporary waiver to airfield obstruction criteria (including temporary cranes) in accordance with Section 0700 of the Statement of Work (SOW) and UFC 3-260-01. In some cases, FAA must be notified. Include requirements in contract.

3.23.4.5. Be prepared to remove all personnel and equipment off airfield upon notification from Tinker Ground or AM OPS.

## Chapter 4

### REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCE

#### 4.1. Revoking/Reissuing AF IMT 483.

4.1.1. Revoking Procedures. Unit commanders, ADPMs, and AM personnel have authority to revoke competency cards from an airfield driver who has committed an airfield driving violation. AM Operations will be notified immediately of any CMA or other airfield driving violation.

4.1.1.1. The Unit Commander of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

4.1.1.2. Unit commanders and ADPMs will retain competency card and notify unit commander (if revoked by ADPM) and AM in writing after revoking an individual's airfield driving privileges. Include in the letter the driver's name, competency card number, date of violation, type of violation, and assigned unit.

4.1.1.3. When AM revokes a competency card, AM will inform the unit ADPM, and individual's supervisor of the violation and will hold the competency card until the end of the suspension period. The violation will be documented and filed. A copy of the documentation will be sent to the unit ADPM.

4.1.2. Reissue Procedures. Submit written request from unit commander or ADPM to reinstate airfield driving privileges to the Airfield Manager, 72 OSS/OSAM. Written request will contain driver's name, date of violation, type of violation, and, if applicable, date of re-training and testing (see Attachment 5). Requests for reinstatement in cases of runway incursions must include request for re-certification and a written statement that the unit CC or civilian equivalent discussed the violation with violator. A copy of the memo will be retained in the unit ADPM's airfield driving folder. The Airfield Manager will concur/non-concur by endorsement.

**4.2. Runway Incursion Procedures.** A runway incursion is an unauthorized entry or erroneous occupation of a runway or runway environment used for takeoff and landing of aircraft. A runway incursion is the most serious CMA violation. The Airfield Manager or designated representative is responsible for taking immediate actions to correct the problem or applying interim control measures. Documentation of runway incursions and other airfield violations are filed with AM.

4.2.1. Runway incursions shall be reported as outlined in paragraph 4.1.1 and AFI 13-213, paragraph 3.2.8.3.

4.2.2. Runway incursion violation guidelines/consequences.

4.2.2.1. 1st Offense: A minimum of thirty (30) day suspension of airfield driving privileges and re-accomplishment of the Airfield Driver Familiarization Program. The individual must also discuss the violation with the unit commander or civilian equivalent.



4.2.2.2. 2nd Offense: One (1) year suspension of airfield driving privileges and re-accomplishment of the Airfield Driver Familiarization Program. The individual must also discuss the violation with the unit commander or civilian equivalent.

4.2.2.3. Airfield Management reserves the right to suspend airfield driving privileges indefinitely.

#### **4.3. Non-Runway Incursion Controlled Movement Area and Other Airfield Violations.**

4.3.1. Non-runway incursion CMA and other airfield violations shall be reported as outlined in paragraph 4.1.1 and AFI 13-213 paragraph 3.2.8.5. These type violations include but are not limited to the following.

4.3.1.1. Speeding.

4.3.1.2. Non-compliance with FOD check procedures.

4.3.1.3. Driving in the path of a moving aircraft.

4.3.1.4. Reckless driving.

4.3.1.5. Failure to yield.

4.3.1.6. Use of airfield and runway crossing for convenience.

4.3.1.7. Invalid AF IMT 483, i.e. expired or no annual refresher training.

4.3.1.8. Refusal or inability to provide a valid 483 when requested by AM.

4.3.2. Non-runway incursion and other airfield violation guidelines/consequences.

4.3.2.1. 1st Offense: Two (2) week suspension of airfield driving privileges.

4.3.2.2. 2nd Offense: Thirty (30) day suspension of airfield driving privileges and re-accomplishment of the Airfield Driver Familiarization Program.

4.3.2.3. 3rd Offense: Airfield driving privileges revoked permanently.

4.3.2.4. Airfield Management reserves the right to suspend airfield driving privileges indefinitely.

4.3.3. Re-accomplishing the Airfield Driver Familiarization Program may be conducted during the driver's suspension, but the airfield driver will not drive until end of suspension period and until re-certified.

## Chapter 5

### PRIVATELY OWNED (POV)/CONTRACTOR OWNED/GOVERNMENT LEASED VEHICLE PASSES

**5.1. Procedures for issuing POV/Contractor Owned and Government Leased Vehicle Passes/Decals.** No base agencies are authorized POV operations on the airfield; however, individual exceptions may be authorized by the Airfield Manager to meet mission requirements. Requests for POV passes must be endorsed by unit commander. See Attachment 14

5.1.1. POVs on the airfield are discouraged and will be restricted by Airfield Manager to an absolute minimum.

5.1.2. Government leased vehicles must have an airfield/ramp pass as outlined below to operate on the airfield.

5.1.3. Contractor owned vehicles must have an airfield /ramp pass as outlined below and be marked with company name to operate on the airfield.

5.1.4. Airfield and Ramp Passes. Airfield and ramp passes are issued to certain approved personnel who have a mission requirement to operate their POV/contractor owned/government leased vehicle on the airfield. Passes are issued according to mission requirement by AM OPS or by an office designated by AM. Personnel who require passes will be airfield driver certified or escorted and will be briefed on pass utilization and security.

5.1.4.1. Airfield Pass. The Airfield Pass, TVA 11-2, is issued and controlled by AM. The Airfield Pass will be issued to approved individuals who have recurring mission requirements to operate their POV/contractor owned/government leased vehicle on the airfield. The Airfield Pass is valid for unrestricted entry onto the airfield and expires annually on 31 December or earlier as directed by AM.

5.1.4.1.1. Requests for an Airfield Pass, TVA 11-2, must be submitted in writing to AM, 72 OSS/OSAM. The request must provide justification and the information required below.

5.1.4.1.1.1. Justification: State purpose/reason for pass. Include frequency and location of intended use.

5.1.4.1.1.2. Driver's name, rank, organizational office symbol, duty title, State/license number and airfield driver's license certification number.

5.1.4.1.1.3. Full description of vehicle(s) for which the pass(es) are requested, i.e. make, model, year, color, state/license plate number and identify the vehicle as POV, government leased, or contractor owned.

5.1.4.1.2. The Airfield Pass will be displayed from the vehicle's rear view mirror when on the airfield and must be appropriately secured when not in use.

5.1.4.1.3. The Airfield Pass is a controlled item. Lost or stolen Airfield Passes must be reported immediately to AM. Individuals who have a current Airfield Pass and no longer have a need for the pass (transfer, retire, etc.) will turn-in the pass to AM.

5.1.4.1.4. Requests for annual re-issue of the Airfield Pass will be submitted to AM, prior to 15 December. Expired airfield passes shall be returned to AM prior to re-issue of new passes.

5.1.4.1.5. . Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

5.1.4.2. Temporary Airfield Authorization Pass. A Temporary Airfield Authorization Pass, TINKER AFB Form 273, is an 8 by 11-inch solid colored, numbered pass issued and controlled by AM. The Temporary Pass will be issued to approved operators of government leased or contractor owned vehicles that have a temporary requirement to drive on the airfield. Personnel will be airfield driving certified or escorted. The Temporary Pass is for short term need and will expire on the date annotated on the pass.

5.1.4.2.1. Request for a Temporary Pass for more than one day must be submitted in writing to AM, no later than two working days before needed. Written requests must provide the same information as outlined in paragraph 5.1.4.1.1.

5.1.4.2.2. Request for a Temporary Pass valid for one day may be requested in person at AM for contractor owned or government leased vehicles. AM will not issue one-day temporary passes for a POV. Justification must be provided to AM to include possession of airfield driver's license or proof of authorized escort.

5.1.4.2.3. The Temporary Pass will be displayed on top of the instrument panel in front of the steering wheel when on the airfield and must be appropriately secured when not in use.

5.1.4.2.4. The Temporary Pass is a controlled item. The pass shall be destroyed by the user upon pass expiration. Lost or stolen Temporary Passes that are still valid must be reported to AM immediately.

#### 5.1.4.3. Ramp Passes.

5.1.4.3.1. The 76 AMXG ramp pass, TINKER AFBVA 11-1. The ramp east of Runway 18/36, excluding the Transient Munitions Facility, is considered 76 AMXG ramp.

5.1.4.3.1.1. 76 AMXG is designated as OPR and will issue and control 76 AMXG ramp passes. . 76 AMXG is also OPR for the ALC Ramp Gate Card used for access at the ALC airfield gates.

5.1.4.3.1.2. OPR shall establish local/internal procedures for issue, control, and documentation of 76 AMXG ramp passes. Requests for 76 AMXG passes for POV vehicles must be approved by the Airfield Manager. The ramp pass will expire annually on 31 December or earlier as directed by 76 AMXG or the Airfield Manager. The 76 AMXG ramp pass is not valid in the MRMA/CMA or on any other part of the airfield west of Runway 18/36.

5.1.4.3.1.3. Requests for initial and annual re-issue of 76 AMXG ramp passes must be submitted in writing to the OPR. The request must provide justification and information outlined in paragraph 5.1.4.1.1.

5.1.4.3.1.4. OPR shall include in local instruction procedures a process to

maintain the security of passes and to immediately report loss of 76 AMXG ramp pass to the OPR. OPR shall maintain appropriate documentation and provide information to the Airfield Manager upon request.

5.1.4.3.1.5. 76 AMXG ramp pass will be displayed from the vehicle's rear view mirror.

5.1.4.3.2. 72 OSS ramp pass. The ramp pass, TVA 11-3, is issued and controlled by AM. The ramp pass will be issued to approved individuals who have a recurring mission requirement to operate their POV/contractor owned/government leased vehicle on airfield ramps. The ramp pass is not valid on the MRMA or CMA. The ramp pass expires annually on 31 December or earlier as directed by AM.

5.1.4.3.2.1. Written requests for a ramp pass will be submitted in writing to AM, 72 OSS/OSAM. Written requests must provide the information outlined in paragraph 5.1.4.1.1.

5.1.4.3.2.2. The ramp pass will be displayed from the vehicle's rear view mirror when on the ramp area and must be appropriately secured when not in use.

5.1.4.3.2.3. The ramp pass is a controlled item. Lost or stolen Ramp Passes must be reported immediately to AM. Individuals who have a current ramp pass and no longer have a need for the pass (transfer, retire, etc), will turn-in the pass to AM.

5.1.4.3.2.4. Requests for annual re-issue of the ramp pass will be submitted to the Airfield Manager, 72 OSS/OSAM, prior to 15 December. Expired ramp passes shall be returned to AM prior to re-issue of new ramp passes.

**5.2. Procedures for Maintaining POV/Contractor Owned/Government Leased Vehicle Passes/Decals.** AM will maintain control of the Airfield, Temporary and 72 OSS ramp passes as controlled items. Passes no longer valid will be destroyed. 76 AMXG will maintain control of the 76 AMXG passes as outlined in this instruction. 76 AMXG will destroy the 76 AMXG passes when no longer valid.

**5.3. Procedures for Disposition of POV/Contractor Owned/Government Leased Vehicle Passes.** Disposition of all passes authorized in this instruction are outlined under paragraph 5.2.

**5.4. Procedures for Security of POV/Contractor Owned/Government Leased Vehicle Passes.** Security of all passes authorized in this instruction is outlined under paragraphs 5.1.4.1.2, 5.1.4.2.3, 5.1.4.3.1.4, 5.1.4.3.2.2, and 5.2.

## Chapter 6

### QUALITY CONTROL

#### 6.1. Spot Checks.

6.1.1. Periodic no-notice airfield spot checks will be conducted by commanders, ADPMs, and AM to monitor/verify drivers are complying with airfield driving procedures. Additionally, radio communications will be periodically monitored for proper radio terminology/phraseology and discipline. Violators should be corrected on the spot or call signs of vehicles along with date, time and violation/occurrence reported to AM for follow-up with appropriate ADPM. Suspension of airfield driving privileges will be IAW paragraph 4.1.

6.1.2. Spot checks conducted by AM will be recorded and reported at the quarterly Airfield Operations Board meeting IAW AFI 13-213.

#### 6.2. Annual Review/Inspection of Unit Airfield Driving Program.

6.2.1. AAFM will publish an annual review/inspection schedule of all airfield driving programs. The schedule will be published on the 72 OSS Web Page for airfield driving. No-notice reviews/inspections may be completed by AM.

6.2.2. The annual review/inspection will focus on program integrity, Airfield Driving Instruction compliance, and support. AAFM will provide ADPMs a self-inspection checklist as an aid to keep program current and inspection ready. The Unit ADPM will be inspected on all areas outlined in *“Unit Airfield Driver Program Self Inspection Checklist”* (Attachment 4). As a minimum the following will be reviewed/inspected:

- 6.2.2.1. Primary and Alternate ADPM qualifications and letters of appointment.
- 6.2.2.2. Availability and currency of the airfield driving instruction, prescribed forms and other associated publications.
- 6.2.2.3. Current listing and number of certified airfield drivers in the unit.
- 6.2.2.4. Adequacy of training and testing materials.
- 6.2.2.5. Training documentation.
- 6.2.2.6. Completion/Tracking of refresher training.
- 6.2.2.7. Unit airfield drivers program continuity folders.

6.2.3. The annual review/inspection results will be recorded and reported at the quarterly AOB meeting. An information copy of the report will be provided to the appropriate unit commander or civilian equivalent no later than 15 days after review/inspection completion. An unsatisfactory report will require a follow-up inspection within 90 days of initial review/inspection.

6.2.4. AAFM will conduct semi-annual meetings with unit ADPM's to provide training, brief runway incursions, controlled movement area violations, trends, etc.

Christopher Azzano, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-204, V1 - *Airfield Operations Career Field Development*, 09 May 2013

AFI 13-204, V2 - *Airfield Operations Standardization and Evaluations*, 01 September 2010

AFI 13-204, V3 - *Airfield Operations Procedures and Programs*, 01 September 2010

AFI 13-213 *Airfield Driving*, 01 JUNE 2011

AFI 21-101 – *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 24-301, *Vehicle Operations*, 01 November 2008

AFMAN 24-306, *Manual for the Wheeled Operator*, 01 July 2009

AFI 31-101 *Integrated Defenses (FOUO)*, 08 October 2009

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TAFBI 21-449, *Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Program*, 11 March 2009

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AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*

AF IMT 483, *Certificate of Competency*

AF Form 874, *Recommendation for Change of Publication*

AFVA Form 11-240, *Airport Signs and Markings*, 1 May 2013

AFVA Form 13-222, *Runway/Controlled Movement Area Procedures*, 30 Jul 2009

TINKER AFB Form 273, *Temporary Airfield Authorization Pass*

TINKER AFBVA 11-1, *76 AMXG Ramp Pass*

TINKER AFBVA 11-2, *Airfield Pass*

TINKER AFBVA 11-3, *72 OSS Ramp Pass*

***Prescribed Form***

OC-ALC Form H-273, *Temporary Airfield Authorization Pass*

***Adopted Forms***

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*

AF IMT 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AFVA Form 11-240, *Airport Signs and Markings*

AFVA Form 13-222, *Runway/Controlled Movement Area (CMA) Procedures*

***Abbreviations and Acronyms***

**AAFM**—Assistant Airfield Manager

**ABW**—Air Base Wing

**ABNCP**—Airborne Command Post

**ACW**—Air Control Wing

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AFI**—Air Force Instruction

**AFRSAT**—Air Force Special Action Team

**AJMAN**—Air Force Joint Manual

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFOSH**—Air Force Occupational Safety and Health Standard

**AFMC**—Air Force Material Command

**AFM**—Airfield Manager

**AM**—Airfield Management

**AM OPS**—Airfield Management Operations

**AOB**—Airfield Operations Board

**AOF**—Airfield Operations Flight

**ARTCC**—Air Route Traffic Control Center

**ARW**—Air Refueling Wing

**ATC**—Air Traffic Control

**ATCALs**—Air Traffic Control and Landing

**BASH**—Bird Aircraft Strike Hazard



**CBT**—Computer Base Training  
**CMA**—Controlled Movement Area  
**CSCW1**—Navy Command Strategic Communications System Wing One  
**DAFM**—Deputy Airfield Manager  
**DOD**—Department of Defense  
**FOD**—Foreign Object Damage  
**GOV**—Government Owned Vehicle  
**IAW**—In Accordance With  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument Landing System  
**INST**—Instrument  
**LMR**—Land Mobile Radio  
**MRMA**—Mandatory Radio Monitor Area  
**MOC**—Maintenance Operations Center  
**NOTAM**—Notice to Airmen  
**OC ALC**—Oklahoma City Air Logistics Center  
**OI**—Operating Instruction  
**OKC**—Oklahoma City  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**POC**—Point of Contact  
**POFZ**—Precision Obstacle Free Zone  
**POV**—Privately Owned Vehicle  
**RVR**—Runway Visual Range  
**RWY**—Runway  
**SOF**—Supervisor of Flying  
**STRAT**—Strategic Airborne Command Post (ABNCP)  
**TAFB**—Tinker Air Force Base  
**TAFBI**—Tinker Air Force Base Instruction  
**TDY**—Temporary Duty

**TMF**—Transient Munitions Facility

**TWY**—Taxiway

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rules

### *Terms*

**Airfield**—The area in which aircraft operations (takeoff, landing, taxiing, parking, towing, or maintenance) may occur. Includes all areas within the airfield perimeter fence and is designated a controlled area.

**Airfield Driver's Familiarization Program**—Developed by Airfield Management for use by designated base personnel to train individuals for driving vehicles on the airfield. The program is contained in this instruction.

**Airfield Management**—A function that directs services in the Airfield Management Operations (AM OPS) facility and monitors or coordinates airfield maintenance and support activities to provide a safe airfield environment (72 OSS/OSAM).

**Airfield Operations Flight (AOF)**—Function that provides an overall safe and efficient airfield, to support the military flying mission (72 OSS/OSA).

**ALC Maintenance Ramp**—Ramp space east of RWY 18/36, excluding the TMF.

**AM OPS (formerly Base Operations)**—A facility that provides flight plan processing and planning services, airfield condition information, and ensures a safe airfield environment as directed by Airfield Management (72 OSS/OSAM).

**Around the Horn**—Local term used when going between the multiple intersection at TWY C, H, and K north of RWY 13/31.

**Controlled Movement Area (CMA) Areas of the airfield outlined in [attachment 9](#) which require aircraft, vehicles, and pedestrians to obtain specific Air Traffic Control approval for access. Continuous two**—way radio communications with Tinker Ground Control must be

maintained in the CMA. The CMA is basically the runway environment area outlined by runway hold short lines, overruns, ILS glideslope, POFZ, and localizer critical areas and portion of runway clear zones.

**Controlled Movement Area (CMA) Violation**—A CMA Violation is an airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without appropriate Tinker Ground approval. This definition includes runway incursions and infractions caused by communications errors.

**Airfield (operational)**—the area that includes runways, taxiways, aircraft parking ramps, and associated maintenance/service areas where operational (engines running) aircraft may be encountered.

**Airfield (non-operational)**—Areas of the airfield that include ramps and hangars where no aircraft running engines will be encountered.

**FM Net**—radio frequency used by vehicles to communicate with Tinker Ground Control.

**Foreign Object Damage (FOD) Check**—Conducted by airfield drivers prior to entering the airfield or after returning to airfield pavement from non-paved areas of the airfield.

**Lateral Obstacle Clearance Zone**—Area from center of runway (1000') or taxiway centerline (200') and from edge of ramp/apron where vertical obstacles are not authorized unless they are waived or they are a permissible deviation.

**Long Hotel**—Area on TWY H between RWY 13/31 and TWY B.

**Mandatory Radio Monitor Area (MRMA)**—The MRMA is outlined in Attachment 9. The MRMA is the area inside the airfield perimeter fence excluding ramp areas and the area designated as the Controlled Movement Area (CMA). Vehicles operating in the MRMA shall be radio equipped to communicate with the Tinker Ground. Vehicle operators shall monitor FM Net frequency at all times and respond immediately to Tinker Grounds instructions. Vehicle operators may request a radio check with the Tinker Ground, AM, or another vehicle prior to entering the MRMA.

**Ramp**—all paved areas used for parking/taxiing within the airfield perimeter fence excluding runways and taxiways.

**Runway**—the paved area used for aircraft takeoff and landings. Tinker has two runways: RWY 18/36 and RWY 13/31.

**Runway Clear Zones**—Each runway has a clear zone at both ends of the runway. A clear zone is defined as the area 1,500' either side of a 3,000' extension of the runway centerline from the threshold. Several roads are in the clear zone (i.e., Air Depot Boulevard, Munitions Road).

**Runway Incursion**—A runway incursion is the most serious CMA violation that is a result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians or communication error.

**Short Hotel**—Area on TWY H between TWY B and G.

**South Hotel**—Area on TWY H South of RWY 13/31.

**Spot Check**—Conducted by AM personnel, unit commanders, or unit airfield driving program managers, to ensure compliance with airfield driving rules and procedures.

**Taxiway**—Paved area primarily used by aircraft for taxiing and towing purposes.

**Tinker Control Tower**—Facility that provides efficient air traffic control operations to ensure safe air and ground aircraft operations.

**Tinker Ground**—Position within tinker control tower that communicates with vehicles and aircraft ground movements.

**Transient Munitions Facility (TMF)**—Ramp area located east of Runway 18/36 approach end at taxiway Foxtrot used for storage, loading, and unloading of explosive cargo.

**Vehicle**—As used in this instruction, a vehicle includes all federal, state, and local government vehicles as well as all privately owned, contractor owned, and government leased vehicles. Golf

carts and similarly sized conveyances are vehicles. Excluded are aircraft, bi/tricycles, mopeds and motorcycles.

## Attachment 2

### OUTLINE FOR UNIT ADPM CLASSROOM TRAINING

**A2.1.** Provide a copy of Tinker's airfield driver training guide, *Guide to Airfield Driving*.

**A2.2.** Explanation of terms: refer to this instruction and training guide.

**A2.3.** No smoking on the airfield, unless in a designated smoking area, this includes inside a vehicle.

**A2.4.** General Airfield Driving Procedures and Standards.

A2.4.1. Airfield entry points. Entry points are shown in Attachment 9.2. Entry points are marked with warning signs stating you are entering the airfield. Only government or POV/contractor owned/ government leased vehicles with an airfield or ramp pass are authorized on the airfield. A FOD checkpoint is located at each airfield entry point.

A2.4.2. All vehicles that operate on the airfield inside the FOD checkpoints must be equipped with a self-closing FOD container and a tool for removing FOD in tire treads.

A2.4.3. FOD Control and Prevention. FOD checkpoints are black and white signs painted on the concrete located at airfield entry and at entry locations to areas where aircraft with engines running may be encountered. FOD checks must be done **each and every time you enter these areas**. Competency cards will be revoked for non-compliance. Proper procedures are:

A2.4.3.1. Stop at FOD checkpoint.

A2.4.3.2. Exit vehicle and check exposed areas of tires and undercarriage for loose debris. Remove debris imbedded in the tires.

A2.4.3.3. Pull vehicle forward until the remaining area of the tire is visible and check for FOD.

A2.4.3.4. Place all debris in the self-closing FOD container in the vehicle or in the FOD container located at the entry point. **DO NOT THROW FOD ONTO THE AIRFIELD.**

A2.4.3.5. Secure loose items in vehicle cargo areas.

**A2.4.4.** Vehicle Operations in Vicinity of Aircraft and Airfield Vehicle Traffic Flow.

A2.4.4.1. Always approach parked aircraft with the driver's side of the vehicle towards the aircraft and the vehicle pointed away.

A2.4.4.2. Vehicles will not be driven or parked closer than 10 feet from a parked aircraft; 25 feet to front, or beside an aircraft with engines running or about to be started and 50 feet from an aircraft being (or about to be) fueled.

A2.4.4.3. The distance behind an aircraft with engines running (or about to be started) is 200 feet, except for heavy aircraft such as B-1, B-52, C-5, C-17, DC/KC-10, E-3, E-4, E-6 and KC-135 which is 600feet.

A2.4.4.4. Vehicles shall not be backed toward, driven under or driven forward in the immediate direction of any aircraft except as authorized in certain loading, unloading, or refueling operations. In these cases, pre-positioned wheel chocks will be placed between

the aircraft and the approaching vehicle to prevent the vehicle from striking the aircraft. Guides will be posted as a required safety measure.

A2.4.4.5. Use taxiway centerlines as road dividers and remain immediately to the right.

A2.4.4.6. Do a visual check before crossing an intersecting taxiway.

A2.4.4.7. Traffic lanes on the aircraft parking ramps are normally the areas to the right of the aircraft or parallel to the noses of the parked aircraft with the driver's side toward the aircraft. Some ramp areas have clearly marked vehicle traffic lanes.

A2.4.4.8. Give way to aircraft taxiing, in-tow, or being led by a Follow-Me vehicle. Do not drive between a Follow-Me vehicle and the aircraft that it is guiding.

A2.4.4.9. Organizations operating around aircraft must stress speed and procedures for your organization's vehicle traffic flow.

A2.4.5. Procedures for operating a vehicle on the Mandatory Radio Monitor Area (MRMA) and the Controlled Movement Area (CMA).

A2.4.5.1. When in the MRMA/CMA, always be aware of your surroundings. There are always aircraft, vehicles and equipment moving on the airfield.

A2.4.5.2. Airfield drivers must always monitor the Tinker Ground frequency while operating in the MRMA and comply with instructions from Tinker Ground as requested. Airfield drivers shall establish direct radio communications with Tinker Ground to obtain permission to enter the CMA. Use of a third party for communications with Tinker Ground is prohibited. The driver will provide Tinker Ground their radio callsign, location of entrance to the CMA, and intent. The airfield diagram in Attachment 9 depicts the CMA boundary. Non-compliance with the instruction will result in a CMA violation. Airfield drivers shall read back all instructions by Ground Control to hold short of all runways or runway. Airfield drivers will maintain continuous radio contact with Tinker Ground while in the CMA and will advise Ground when off the CMA.

A2.4.5.3. Vehicle's four-way flashers/emergency lights or beacon will operate at all times (day and night) while operating in the MRMA, CMA and all RAMPS.

A2.4.5.4. Authorized Airfield Vehicle Traffic/Runway Crossings. Runways will not be used for crossings for convenience. Only mission essential vehicle operations outlined in this instruction are authorized to enter or cross a runway. Vehicle use of the airfield will be monitored by AM to ensure compliance with airfield driving procedures. Use of the airfield for convenience shall not be tolerated.

A2.4.5.5. Vehicles shall give way to taxiing or in-tow aircraft. If an aircraft is approaching your vehicle, exit at the nearest intersecting taxiway or reverse course. Do not drive off pavement, except as a last resort.

A2.4.5.6. Vehicles will not operate or be left unattended within the lateral obstacle clearance zones of runways, taxiways and aprons unless mission essential and in continuous communication with Tinker Ground.

**Figure A2.1. Lateral Clearance Zones**

Runways – **1000** ft from centerline  
Taxiways – **200** ft. from centerline

**Figure A2.2. Ramps**

MAC/TMF/ALC -**125** ft from edge of ramp  
TANGO – **86** FT from edge of ramp  
552 NORTH RAMP – **63** ft from edge of ramp  
ROMEO – **73** ft from edge of ramp  
507th – **71** ft from edge of ramp  
ECHO – **77** ft from edge of ramp  
245 TRANSIENT Ramp – **53** ft from edge of ramp  
TRANSIENT GRASS ROW – **35** ft from edge of Ramp

A2.4.5.7. If escorting another vehicle, discuss route to be taken with the other driver. Remain together until mission is complete and off the airfield. Ensure both vehicles have hazard or rotating beacon lights on while operating on the airfield.

A2.4.5.8. When exiting the CMA, notify Ground Control with location of exit point.

A2.4.5.9. Vehicle Breakdown. If for any reason the vehicle fails to operate under its own power while in the MRMA and CMA, immediately contact Ground Control of the nature of the problem and your position on the airfield. Ground Control will then contact appropriate personnel and reroute any taxiing aircraft.

A2.4.6. Procedures for proper radio terminology/phraseology and discipline. Refer to Airfield Training Guide and this instruction.

A2.4.6.1. Make clear and concise radio transmissions and use proper radio terminology. Do not use 10 code/series phraseology.

A2.4.6.2. Ensure Tinker Ground's instructions are understood and followed. Read back hold-short instructions received from Tinker Ground.

A2.4.6.3. After making a request to Tinker Ground, make sure the next transmission from Tinker Ground is yours, listen for your call sign. Tinker Ground is in communications with other vehicles and aircraft, don't assume the next radio transmission is yours.

A2.4.6.4. Ensure the radio frequency is open before making a transmission, do not interrupt another radio transmission. Maintain good radio etiquette.

A2.4.6.5. Using telephones or cell phones to communicate with Tinker Ground is prohibited. Permission cannot be relayed through another vehicle or dispatcher.

A2.4.6.6. Radios must be programmed by the base land mobile radio (LMR) office to provide selective call feature. This will require two different radio channel numbers on the radio. The first channel allows two-way communication with Tinker Ground. The second channel number will be designated for channel guard; one-way communication with the Tinker Ground (receive only) and two-way communication with all other agencies on the FM Net radio frequency. Vehicle operators will use channel guard when conducting routine transmissions with agencies other than Tinker Ground. This reduces the amount of chatter on the FM Net radio frequency and allows Tinker Ground to make essential traffic calls. Vehicle operators must switch from channel guard to the second programmed channel in order to communicate with Tinker Ground.

A2.4.6.7. When in doubt, ask Tinker Ground to repeat instructions.

A2.4.6.8. Vehicles with radios can escort vehicles without radios. When escorting, vehicles must remain together at all times in the MRMA and CMA.

A2.4.6.9. Do not use the words CLEAR or CLEARANCE. These words are part of Air Traffic Control terminology. It may also cause another driver to mistake the radio transmission for his/her authorization. Example: ***“Tinker Ground, Ops-29, Off Runway 18 at Taxiway Charlie.”***

A2.4.6.10. Radio Communications in the CMA will be closely monitored by AM. Individuals failing to use proper communications with Tinker Ground will be checked by AM. Proper communication includes using vehicle call signs on each and every transmission, repeating hold short instructions, monitoring the radio, and responding to radio calls promptly.

A2.4.7. Speed Limits for vehicle parking areas/aircraft parking ramps/airfield access roads/taxiways/runways/towing operations. General purpose vehicle: 15 MPH; Special purpose: 10 MPH; **EXCEPTION:** Normal vehicle speed limit on the runway during non-emergency operations will be 30 MPH or as necessary to expedite exit at Control Tower direction. Speed limits for all emergency response vehicles responding to bona fide emergency situations will be a speed that is necessary to respond expeditiously and safely. No vehicle will operate in excess of 5 MPH when within 50ft of an aircraft. No vehicle will operate at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions. If Tinker Ground, AM personnel, unit driving program manager, commander, or anyone else on the airfield takes notice of your speed, then you are speeding. Normally, a warning via the radio will be issued unless driver is using unusually excess speeds. If the warning is not followed, then you will be instructed to either hold your position until AM responds or report to AM Operations.

A2.4.8. Airfield and Instrument signs and markings, to include requirements to stop at INST holding positions.

A2.4.8.1. Of primary concern are the **HOLD SHORT LINE** markings. This line marks the boundary of the runway. Look for multiple yellow lines on a black background 200 feet from the runway edge. DO NOT CROSS this line without authorization from Tinker Ground.



A2.4.8.2. Co-located with the painted HOLD SHORT LINE marking is the RUNWAY HOLD POSITION SIGN, located to the left side of taxiway/runway boundary. This sign is on a red background with white numbers and is lighted for night/inclement weather operations. See Attachment 13.3 for example.

A2.4.8.3. Boundaries for the Instrument Land System (ILS) areas are marked by **INSTRUMENT (INST) HOLD LINES**. When personnel or equipment are within the ILS area, it could seriously degrade the ILS performance. INST Hold Lines are painted with multiple yellow lines on a black background. Drivers will stop at INST Hold Lines and request permission from Tinker Ground to proceed across. CAUTION: Permission to proceed across an INST Hold Line is not authorization to cross a normal HOLD SHORT LINE.

A2.4.8.4. Co-located with the painted INST HOLD LINE marking is the INST HOLD LINE SIGN. This mandatory sign, located to the left of the INST hold line, has a red background with the letters ILS in white. The INST sign is illuminated for nighttime and inclement weather operations. Roadways that enter an ILS critical area have unlit signs warning vehicle operators not to proceed without approval from Tinker Ground. See Attachment 13.3 for example.

A2.4.8.5. Painted runway markings are depicted with white retro reflective paint, taxiways and ramps have yellow markings. See attachments 9 and 10 for location of INST, hold short lines, and critical areas.

A2.4.8.6. Taxiway line markings are used as guides for taxiing aircraft. Vehicles will use the markings as a road divider.

A2.4.8.7. Taxiway Guidance and Informative signs identify location, direction, and designations of taxiways. Taxiway signs have black background with yellow lettering or yellow background with black lettering. Yellow lettering identifies the taxiway you are own, and black lettering identifies the taxiway you are approaching. Informative signs are lighted for night/inclement weather. See attachment 13.4 for example.

A2.4.8.8. Airfield lighting examples are depicted in Attachment 13.1 of this instruction.

#### A2.4.9. Night and Inclement Weather Driving.

A2.4.9.1. The airfield environment at night is different than the day. The night environment may not be as busy, but can be more hazardous due to impaired vision caused by the darkness and the confusion caused by the various lights on the airfield. When driving at night, use more caution.

A2.4.9.2. Aircraft have the right of way on the airfield. Do not shine your vehicle headlights towards a moving aircraft. Turn vehicle headlights off, but always keep the four-way flashers or beacon on. Turning off headlights prevents temporary blindness in the pilot or tow operator. Leaving flashers or beacon operating lets the pilot/tow operator and Tinker Ground know your location at all times. Vehicles with day running lights will position vehicle where lights do not shine toward a moving aircraft.

A2.4.9.3. The Tinker Base Weather Station disseminates weather advisories, watches, and warnings on the local LAN during periods of inclement weather. Unit Commanders

may impose additional airfield restrictions on their unit drivers. AFI 91-203 provides additional safety information and guidance.

A2.4.10. Runway Entry/Crossing, Runway Incursion Prevention, and Reduce non-essential vehicle movements on the airfield and procedures to limit vehicle traffic crossing the runway to an absolute minimum.

A2.4.10.1. Emphasize the possible consequences of crossing or entering the runway without authorization from Tinker Ground. **Unauthorized** vehicles on the runway cause a serious potential for death and destruction. Failure to obtain authorization prior to entering or crossing any runway is considered a runway incursion. Incursions are serious and all vehicle operators must be thoroughly trained in runway entry/crossing procedures to prevent such occurrences. Remember, the primary function of a runway is the landing and take-off of aircraft.

A2.4.10.2. Emphasize and explain the **Hold Short Line** and **Runway Hold Position Sign**.

A2.4.10.3. Stop at the Hold Short Line marking/Runway Hold Position sign and obtain authorization from Tinker Ground to cross a runway. Give Tinker Ground your location on the airfield.

A2.4.10.4. If requesting to enter a runway, give location, and intent. **Note:** The only vehicles that have a mission requirement to be on the runways are Airfield Management, Airfield Lighting, CE, Pavements, SOF, Fire Department, FOD BOSS, and Safety. Remind potential drivers that only mission essential vehicle operations are permitted in the MRMA/CMA. Non-essential vehicle traffic must use perimeter roads.

A2.4.10.5. The only area on the airfield that does not have Hold Short markings to define the runway is where the runways intersect; however, runway hold position signs are installed. To cross or enter the intersecting runway, stop 200 feet prior to the intersecting runway at the runway hold position sign before requesting authorization from Ground Control. To cross an extended runway centerline beyond the overrun, stop a minimum of 200 feet from edge of runway environment and request authorization from Ground Control.

A2.4.10.6. When authorization is given by Tinker Ground, read-back the instructions while doing a visual check of the runway in both directions, then cross or enter the runway.

A2.4.10.7. As soon as the vehicle has passed the Hold Short Line at the exit location or, if no hold line, 200 feet from the runway, inform Tinker Ground that you are **“OFF”** the runway and name the exit location. Do not use the word clear to report off a runway.

A2.4.11. Procedures for operating vehicles with daytime running lights. At night, vehicles with daytime running lights will not shine the vehicle lights towards a moving aircraft, but will park in a safe location that will allow lights pointing away from aircraft with parking brake set and emergency flashers on.

A2.4.12. Vehicle Parking and Chocking Procedures.

A2.4.12.1. POV are not authorized on the airfield without prior AM approval. There is no open POV parking on the airfield.

A2.4.12.2. Unless parked in a designated parking area, all unattended vehicles temporarily parked on the airfield will park so that they will not interfere with taxiing or towed aircraft and will not be pointed towards a parked aircraft. When parked, turn ignition off and leave keys in the ignition. If vehicle has a manual transmission, place it in reverse, or if automatic, place it in park. Then set parking brake and leave the doors unlocked.

A2.4.12.3. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system when they are left unattended on the aircraft parking ramp. Refer to procedures for special purpose vehicles. Vehicles parked on a designated parking area are exempt.

A2.4.12.4. When parked on the airfield, leave emergency lights/four-way flashers or beacon operating unless parked in a designated parking area.

A2.4.12.5. Never leave your vehicle while on the airfield without advising Tinker Ground of your intentions, unless parked in a designated parking area.

A2.4.13. Airfield Violations and Consequences. Refer to chapter 4 of this instruction for detailed information.

A2.4.13.1. Speeding, recklessness, ignoring FOD checkpoints, and improper vehicle operation are some examples.

A2.4.13.2. AM personnel, unit commander, or program managers can revoke airfield driver privileges for any airfield driving violation.

A2.4.13.3. Security Forces may stop you for an airfield driving violation, but will refer your violation to AM for action.

A2.4.14. Airfield Driving and Incursion Prevention Video and/or CD's. Show the airfield driving and Runway Incursion Prevention or CD's to class. Copies of both video's and/or CD's are provided by AM.

A2.4.15. Airfield Driving CBT. Candidates must complete the CBT as part of classroom training. (complete no earlier than 30 days of initial, refresher, or recertification training) The CBT is available on ADLS web page. The CBT test is not the final written test. The CBT will also be required as part of annual refresher training.

A2.4.16. Unique unit requirements/operations and local restrictions.

A2.4.16.1. Taxiways Bravo, Kilo, Hotel and Golf are restricted to vehicle/aircraft use during AWACS Live Fires. Tinker Ground will issue appropriate advisories.

A2.4.16.2. Local terms. Around the Horn and Multiple Intersection are synonymous and are used when referring to the intersection at the north side of Runway 13/31 at Taxiways C, H and K. Use of either phrase is correct when requesting permission through this area.

A2.4.16.3. Taxiway Golf, from taxiway Echo to taxiway Foxtrot, is a restricted area. Approval must be granted by 72 SFS.

A2.4.16.4. Your unit requirements briefing.

A2.4.17. Emergency vehicle operations. Drivers will give way/yield to all fire/crash vehicles, ambulances, and other vehicles (AM Ops, Security, Safety) responding to an

emergency. All emergency response vehicles must comply with airfield driving procedures for entry into and operation in the MRMA and CMA. **EXCEPTION:** Emergency response vehicles and AM vehicle procedures as outlined in TAFBI 13-201.

A2.4.18. Tower or vehicle radio problem areas and visual blind spots. Areas for potential radio blind spots when communicating with Tinker Ground include the ALC ramp, TMF, Echo ramp, and southern and western portions of the airfield. Some of same areas cannot be seen from the Control Tower.

A2.4.19. Procedures or restrictions for operating motorcycles, mopeds or scooters, bicycles, tricycles and other vehicles. Bi/Tricycle operations will be operated only within unit ramp areas and not in the MRMA/CMA. Bi/Tricycle operators must be airfield driver certified. Motorcycle/Moped operations on the airfield are prohibited except in designated vehicle parking areas and for the purpose of participating in the Motorcycle hands-on training class sponsored by Base Safety. Refer to chapter 3 of this instruction for additional guidance.

## Attachment 3

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)  
APPOINTMENT LETTER**

**Figure A3.1. Unit Airfield Driving Program Manager and Trainer(S) Appointment Letter**

MEMORANDUM FOR 72 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the TAFBI 13-202. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

<b>NAME/Email</b>	<b>OFFICE SYM/#</b>	<b>483#</b>
PRIMARY: MSgt Ann B. Smith Ann.Smith@blank.af.mil	OSAA/734-2222	XX12001
ALTERNATE: TSgt John E. Doe John.Doe@blank.af.mil	OSAA/734-2222	XX12002

2. The following individuals are appointed as Airfield Driving Program Trainers:

<b>NAME/Email</b>	<b>OFFICE SYM/#</b>	<b>483#</b>
TSgt Jane C. Davis Jane.Davis@blank.af.mil	OSAA/734-2222	XX12003
SSgt Michael Johnson Michael.Johnson@blank.af.mil	OSAA/734-2222	XX12004

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 4

**AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST****Figure A4.1. Airfield Driving Program Self Inspection Checklist**

***(COMPLETED BY THE UNIT ADPM OR WING ADPM)***  
***(WRITE YES OR NO ON PROVIDED LINE, N/A FOR NOT APPLICABLE)***

\_\_\_\_\_ Has the unit commander appointed, in writing, an Airfield Driving Program Manager/Trainer and alternate?

\_\_\_\_\_ Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?

\_\_\_\_\_ Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?

\_\_\_\_\_ Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?

\_\_\_\_\_ Is the unit commander notified when individuals commit a violation?

\_\_\_\_\_ Is the Unit ADPM trained and certified to drive on the airfield?

\_\_\_\_\_ Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?

\_\_\_\_\_ Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?

\_\_\_\_\_ Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?

\_\_\_\_\_ Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, *Certificate of Competency*, endorsed for airfield driving?

\_\_\_\_\_ Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?

\_\_\_\_\_ Are the training and testing materials current and accurate?

\_\_\_\_\_ Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.

\_\_\_\_\_ Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?

\_\_\_\_\_ Are potential airfield drivers receiving classroom training by the ADPM?

\_\_\_\_\_ Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?

\_\_\_\_\_ Are potential airfield drivers receiving a practical day and night (as applicable) driving test?

\_\_\_\_\_ Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?

\_\_\_\_\_ Is remedial training conducted and documented on personnel that fail a test or commit a violation?

\_\_\_\_\_ Are drivers receiving annual refresher training within the established time lines?

\_\_\_\_\_ Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?

\_\_\_\_\_ Are trainees administered a General Knowledge/Communication and Runway Incursion Test?

\_\_\_\_\_ Are trainees instructed on proper radio terminology when communicating with the ATCT?

\_\_\_\_\_ Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?

\_\_\_\_\_ Are trainees familiar with runway entry and exit procedures and radio "read back" requirement?

\_\_\_\_\_ Is AFVA 11 -240, AFVA 13-222, and Airfield Diagram in each vehicle?

\_\_\_\_\_ Is FOD prevention and identification part of the Unit's Airfield Driving Program?

\_\_\_\_\_ Are vehicles used on taxiways, runways and aprons equipped with Roof-mounted rotating beacons or Hazard Lights?

**UNIT ADPM**

Name and Rank:	Unit:	Signature:	Date:

**WING ADPM**

Name and Rank:	Unit:	Signature:	Date:



## Attachment 5

## SAMPLE OF REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGE MEMO

Figure A5.1. Sample of Reinstatement of Airfield Driving Privilege Memo

MEMORANDUM FOR 72 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Reinstatement of Airfield Driving Privileges

1. Request the following individual be reinstated on MM/DD/YY with airfield driving privileges:

<u>NAME/RANK</u>	<u>UNIT/PHONE</u>	<u>CERTIFICATION #</u>
Doe, John A SSgt	665 CLSS/734-2000	XX12001

2. The unit commander/3-ltr director has discussed the airfield driving violation that was committed on MM/DD/YY with the above individual. This is the individual's (first, second, third) violation.

3. This letter will be retained by this office. For further information or questions please contact (name) at ext. (phone number).

XXXX X. XXXXX, Lt Col, USAF  
Commander

cc: Unit/office of Individual's Supervisor

**NOTE:** In addition to the above sample letter, the individual's Unit ADPM must complete attachment 6 in this instruction for reinstatement of airfield driving privileges.

\*An endorsement from the airfield manager is also required.

## Attachment 6

# AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A6.1. Airfield Driving Training Documentation and Certification Checklist

<b>TRAINEE INFORMATION</b> (Completed by the Unit ADPM)			
Name and Rank:	Unit:	Signature:	Date:
<b>QUALIFICATION TRAINING</b> (Completed by Trainee and Unit Trainer)			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initial's</b>
Trainee possesses a valid ____ (State of Issue) Driver's License. (List Restrictions)			
Trainee possesses a valid Government Driver's License.			
USAF Airfield Driving Computer Base Training. [Score:     ]			
Airfield Driver Training Classroom			
Airfield Driving Qualification Training Checklist Curriculum. (See Attachment 7)			
Practical Day Airfield Driver Familiarization Training. (See Attachment 7)			
Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 7)			
Practical Driving Test. Includes day and night (as applicable)			
General Knowledge/Communication Test. [Score:     ]			
Airfield Diagram/Layout Test. [Score:     ]			
Runway Incursion Prevention Test. [Score:     ]			
<b>Color Vision Test .</b>			
<b>EXCEPTION:</b> Personnel that have a mandatory requirement for normal color vision entry and retention in their AFSC are exempt from color vision testing. List AFSC _____. (check n/a)			
Check applicable. <input type="checkbox"/> Normal Color Vision. <input type="checkbox"/> Color Blind/Deficient. <input type="checkbox"/> Not Applicable (N/A)			
<b>TRAINER CERTIFICATION</b> (Completed by Authorized Airfield Driving Training Instructor)			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name and Rank:	Unit:	Signature:	Date:

<b>TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with TAFBI 13-202. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name and Rank:	Unit:	Signature:	Date:
<b>UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Tinker AFB. Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name and Rank:	Unit:	Signature:	Date:
<b>AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name and Rank:	Unit:	Signature:	Date:

## Attachment 7

**AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)****Figure A7.1. Airfield Driving Qualification Training Checklist (Curriculum)**

<b>TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>				
Name and Rank:	Unit:	Signature:	Date:	
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>	<b>Not Applicable</b>
<b>1. Definitions and terms.</b> Trainee must be knowledgeable of terms used on airfield.				
Runways				
Controlled Movement Area (CMA)				
Controlled Movement Area Violation (CMAV)				
Runway Incursion				
Taxiway				
Ramp/Apron				
Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. ILS Critical Area				
1.16. Mandatory Sign				
1.17. Informational Sign				
1.18. Emergency Response Vehicle				
1.19. Circle of Safety				
1.20. Restricted Area				
1.21. Entry Control Point				
1.22. Fixed/Mobile Obstacle				
1.23. Airfield Management				
1.24. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				

2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles.				
2.6. Speed limits for vehicles.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting/removing FOD.				
2.9. Restricted visibility or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort Driving procedures.				
<b>3. Aircraft Operations.</b> Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.				
<b>5. Local Airfield Basics.</b> Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway Edge Lights				

5.2. Familiarize trainee with the following airfield signage.				
5.2.1 Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid				
5.3.6. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.3.7. Familiarize trainee with the location of Free Zones as applicable.				
5.3.8. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.3.9. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.3.10. Familiarize trainee with the location and use of traffic control devices.				
5.3.11. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.3.12. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.3.13. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.3.14. Familiarize trainee with CMA.				

5.3.15. Familiarize trainee with Congested Areas.				
5.3.16. Familiarize trainee with Hot Spots.				
5.3.17. Identify Smoking Areas.				
<b>6. Communications.</b> Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
<b>7. Other.</b>				
7.1. Review TAFBI 13-202.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require access on or across the runway.				
<b>TRAINING CERTIFICATION</b> <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>				
<b>TRAINEE</b>				
I have received and completed all of the above training requirements and will comply with TAFBI 13-202 (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name and Rank:	Unit:	Signature:	Date:	
<b>UNIT ADPM</b>				
I certify that the above individual has completed all local training requirements outlined in TAFB 13-202, Airfield Driving Instruction (ADI). Check all applicable restrictions. <input type="checkbox"/> Ramp only				

<input type="checkbox"/> Daylight Hours only			
<input type="checkbox"/> Other ( <i>Specify</i> )			
Name and Rank:	Unit:	Signature:	Date:
<b>WING ADPM</b> ( <i>Completed by the Wing ADPM or designated representative</i> )			
Name and Rank:	Unit:	Signature:	Date:



## Attachment 8

## TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A8.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist

<b>TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name and Rank:	Unit:	Signature:	Date:
<b>QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initial's</b>
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify the Control Movement Area.			
15. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
16. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			

17. Explain procedures for reporting an accident or vehicle maintenance problems.			
<b>TRAINING CERTIFICATION</b> <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with TAFBI 13-202 (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name and Rank:	Unit:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in TAFB 13-202, Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name and Rank:	Unit:	Signature:	Date:
<b>WING ADPM</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
Name and Rank:	Unit:	Signature:	Date:

Attachment 9

CMA/MRMA

Figure A9.1. CMA/MRMA

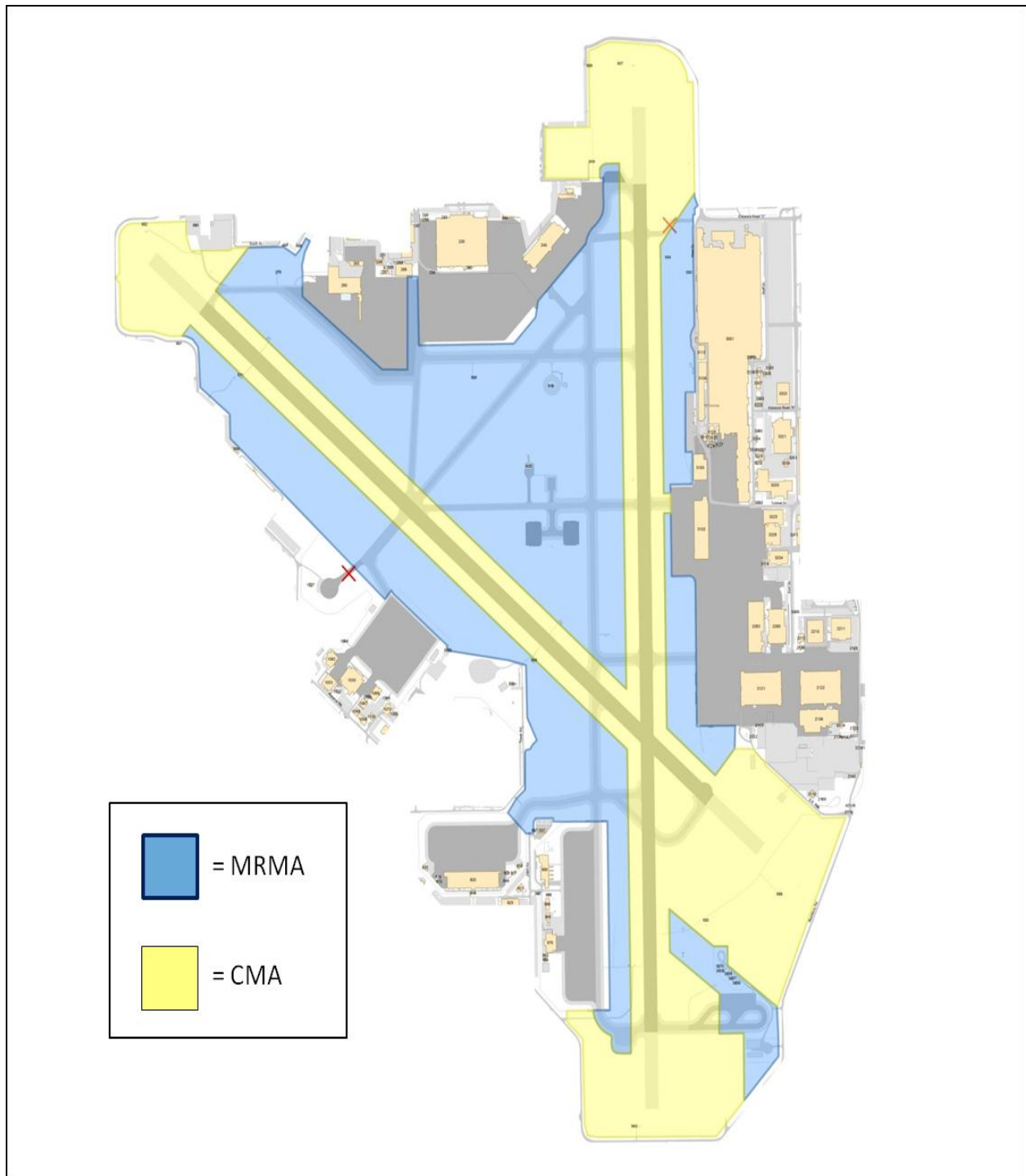


Figure A9.2. Airfield Diagram

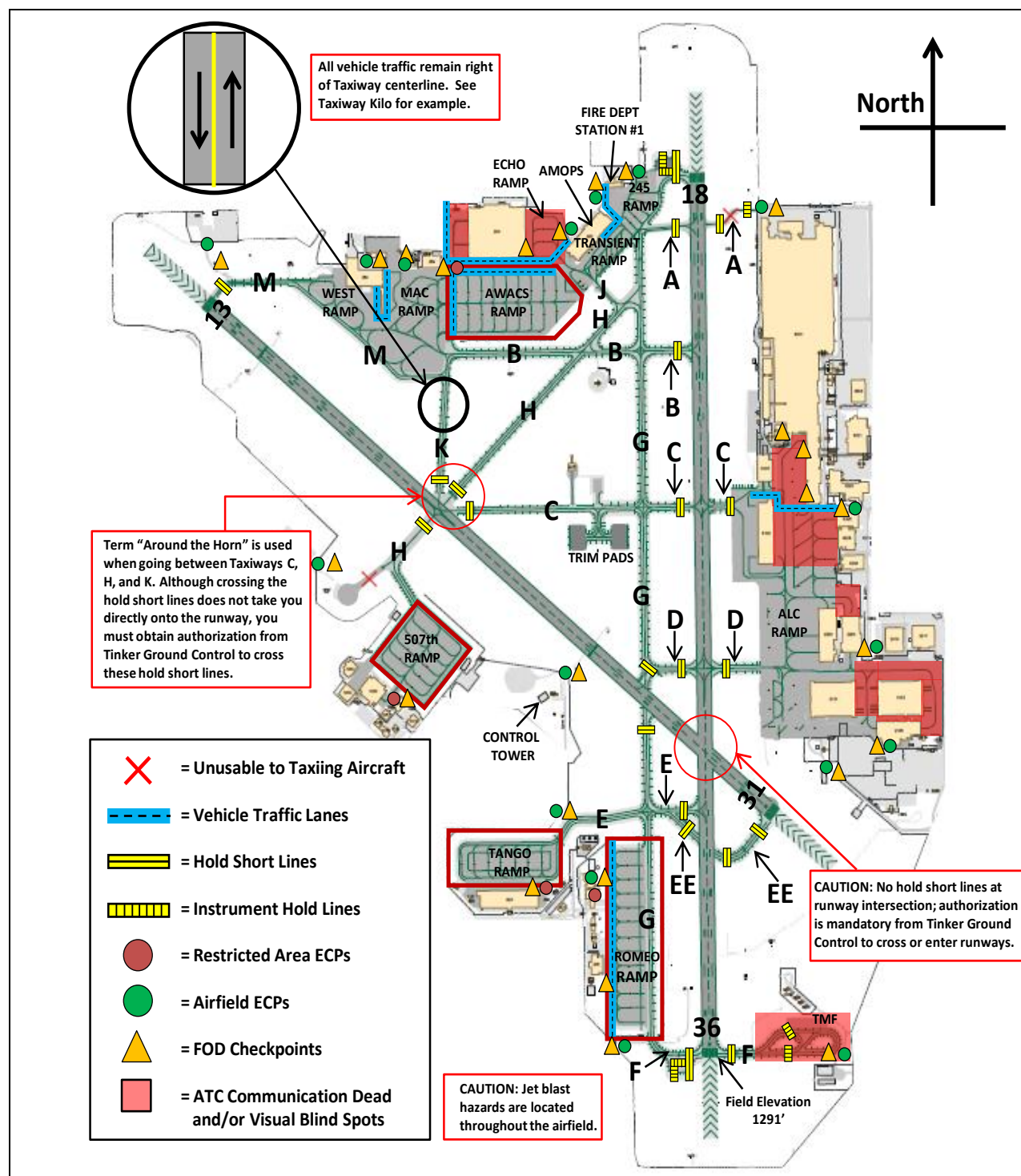
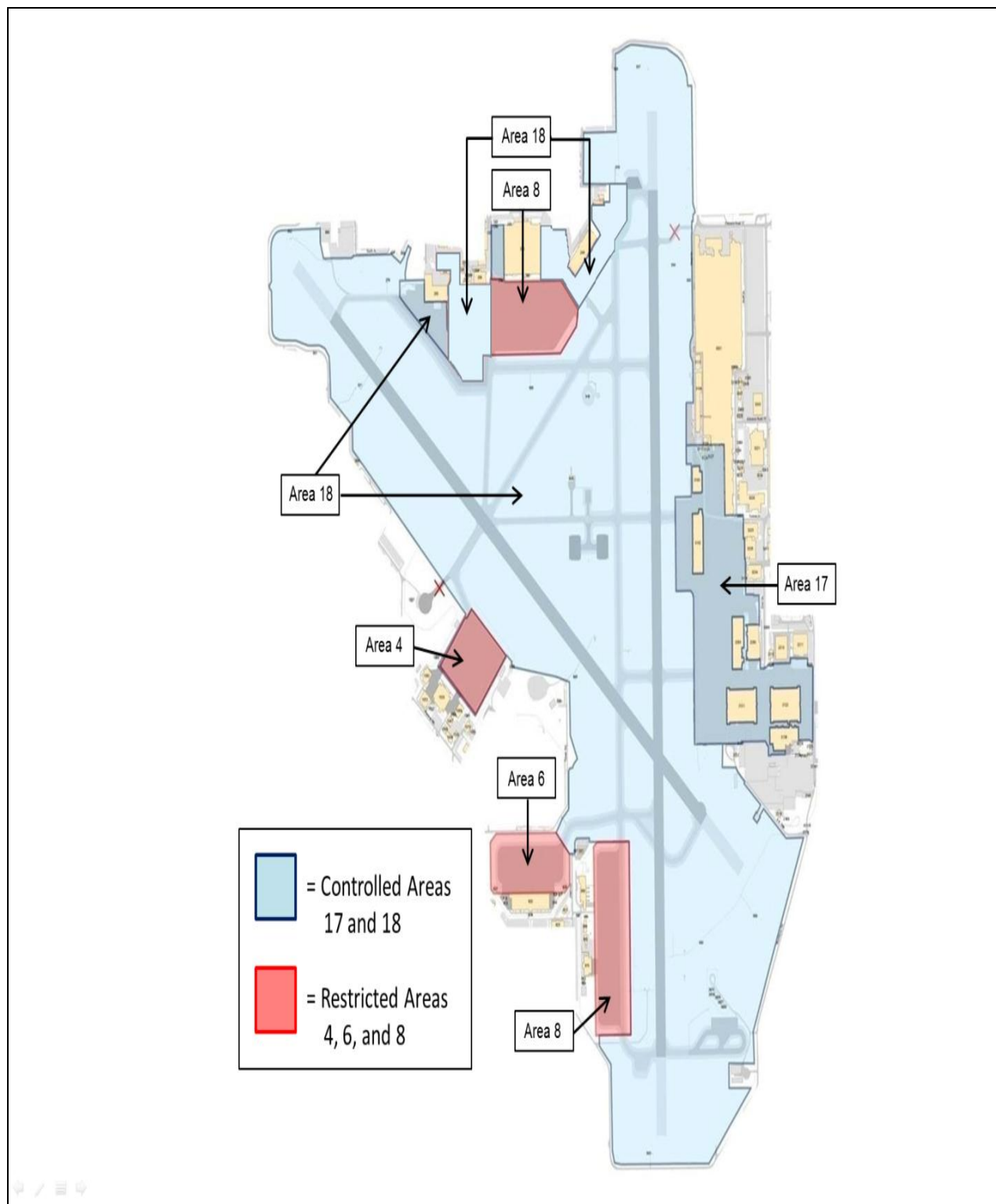


Figure A9.3. Controlled and Restricted Areas



Attachment 10  
ILS CRITICAL AREAS

Figure A10.1. ILS Critical Areas

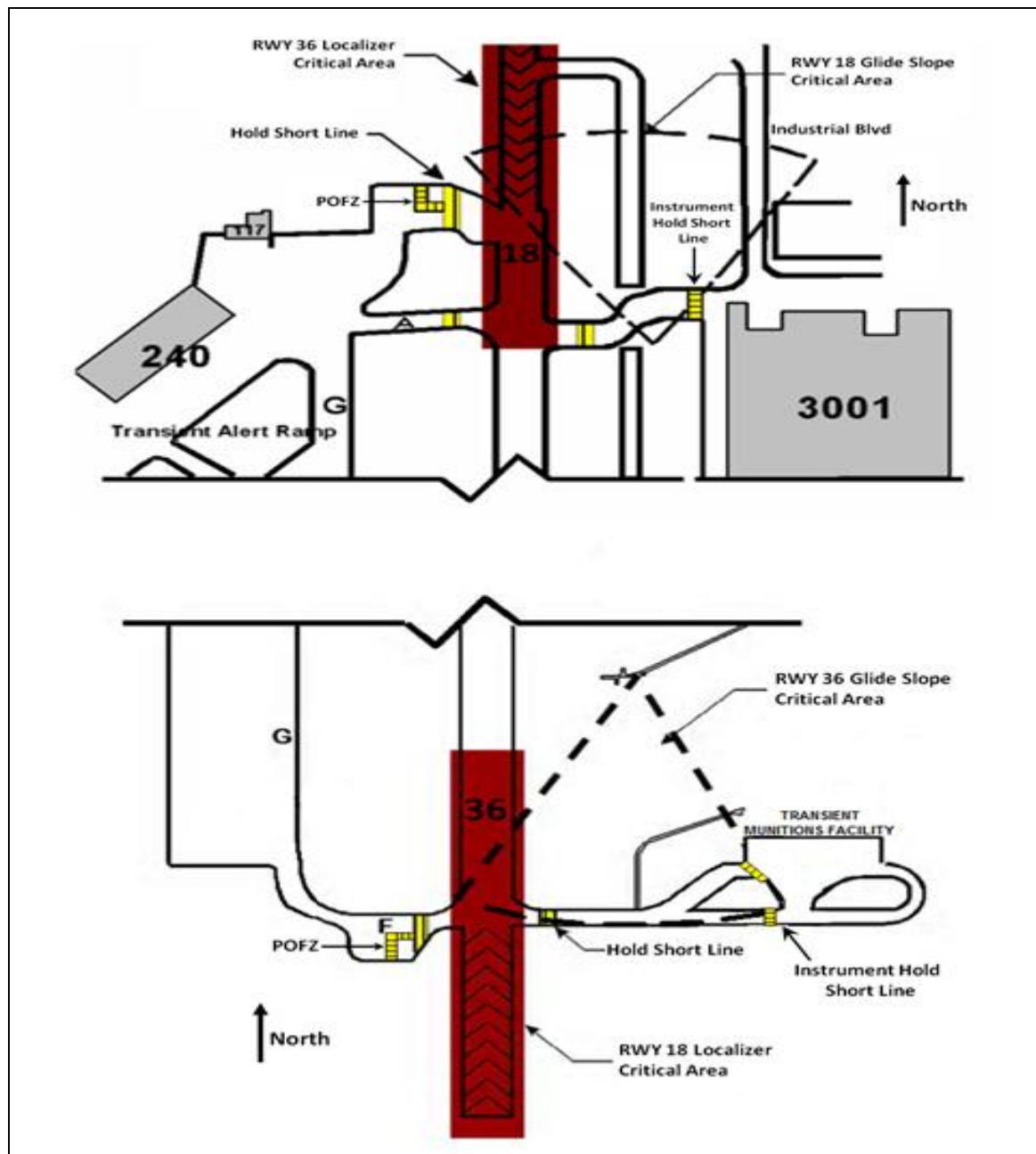
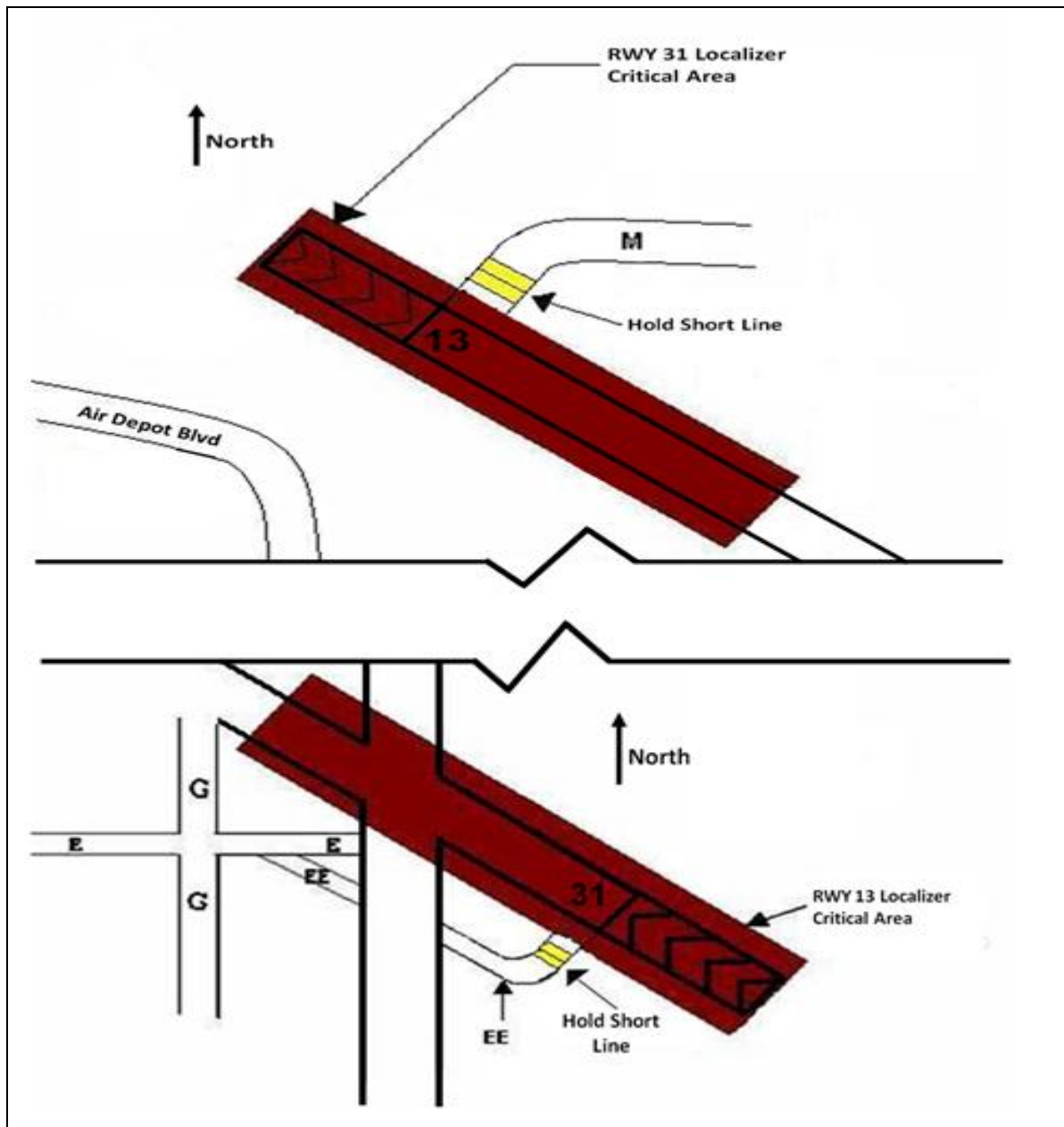


Figure A10.2. ILS Critical Areas



## Attachment 11

## EXAMPLES OF AF IMT 483

Figure A11.1. Examples of AF IMT 483

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO. XX12001
NAME (Last, First, Middle Initial) DOE, JOHN C.		DATE 20120101
COMMAND AFMC	INSTALLATION TINKER AFB OK	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF CMA ACCESS		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
	Expires: 20150131	
1st REF		
2nd REF		

AF IMT 483, 19850201, V2

(REVERSE)

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO. XX12001
NAME (Last, First, Middle Initial) DOE, JOHN C.		DATE 20120101
COMMAND AFMC	INSTALLATION TINKER AFB OK	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF DAYLIGHT ONLY/RAMP ONLY		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
	Expires: 20150131	
1st REF		
2nd REF		

AF IMT 483, 19850201, V2

(REVERSE)



Attachment 12  
SAMPLE AFVA FORM 11-240

Figure A12.1. Sample AFVA Form 11-240

Airport Signs – Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p><b>15-33</b> RUNWAY HOLD SIGN: At Intermediate Intersection</p> <p><b>5</b> RUNWAY HOLD SIGN: At End Intersection</p> <p><b>5-APCH</b> APPROACH HOLD SIGN: On Intersecting Twy Intersection</p> <p><b>ILS</b> ILS HOLD SIGN: Hold Sign at ILS/POF Critical Area</p> <p><b>NO ENTRY</b> NO ENTRY SIGN: Entry Not Authorized</p> <p><b>A</b> TAXIWAY LOCATION SIGN: Twy on Which Vehicle/Aircraft is Located</p> <p><b>15</b> RUNWAY LOCATION SIGN: Rwy on Which Vehicle/Aircraft is Located</p> <p><b>33</b> RUNWAY EXIT SIGN: Defines Direction &amp; Designation of Exit Twy from Rwy</p> <p><b>27-33</b> OUTBOUND DESTINATION SIGN: Outbound Destination Sign to Different Rws</p> <p><b>33</b> OUTBOUND DESTINATION SIGN: Defines Direction to Take-Off Rwy</p>	<p><b>STEADY GREEN</b> → Cleared to Cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway / Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</p> <p><b>15-33</b> Runway Hold Position</p> <p><b>ILS</b> INST Critical Area Markings</p>	<p><b>RUNWAY HOLD POSITION</b>: Hold Short of Rwy</p> <p><b>INST</b> INSTRUMENT HOLD POSITION: Hold Short During Instrument Conditions (Ceiling 800 Feet and/or Visibility 2 Miles)</p> <p><b>STOP</b> RUNWAY STOP BAR: Hold Short of Rwy on Intersecting Roads</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION</b>: Hold Short of Intersecting Taxiway When Directed by ATC</p> <p><b>TAXIWAY EDGE</b>: Defines Edge of Usable Full Strength Taxiway Pavement Adjoining NOT Usable</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION</b>: Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p>
<b>TOWER FREQUENCY</b>		<b>GROUND FREQUENCY</b>
<p>References: UFC 3-535-01, <i>Visual Air Navigation Facilities</i>, ETL 04-2, <i>Standard Airfield Pavement Marking Schemes and Aeronautical Information Manual (AIM)</i></p>		
PREVENT RUNWAY INCURSIONS -- "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!		

AFVA 11-240, 1 May 2013  
 Prescribed by AFI 19-213  
 OPR: HQ AFSA/A3A  
 USAF Airport Signs and Markings

Figure A12.2. Sample AFVA Form 13-22

DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF IMT 483, CERTIFICATE OF COMPETENCY.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS
2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM
3. DO NOT USE "CLEAR" OR "CLEARED" IN RADIO CALLS
4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES
5. STATE CALL SIGN, POSITION, AND INTENTIONS
6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES
7. MONITOR VEHICLES/PERSONNEL UNDER ESCORT
8. NOTIFY TOWER AFTER EXITING THE RUNWAY/CMA

AFVA 13-222, 30 July 09 Prescribed by AFI 13-213 OPR: AFFSA  
 Releasability: There are no restrictions on this publication

### Attachment 13

## RUNWAY LIGHTS

**Figure A13.1. Runway Lights**



Runway Edge Lights: White lights located on the runway edges. These high-intensity lights run the length of the runway and identify the runway edge. The lights are amber the last 2000 feet of the runway to indicate approaching the runway end.

**Figure A13.2. Taxiway Lights**



Taxiway Lighting: Blue lights are used to outline taxiways.

Taxiway Entrance/Exit Lights: Double blue lights used to identify entrances and exits of taxiways.

Figure A13.3. Mandatory Sign Example



Figure A13.4. Informative Sign Examples



## Attachment 14

## PRIVATELY OWNED VEHICLE PASS EXAMPLES

Figure A14.1. Privately Owned Vehicle Pass Examples

NO. _____	<b>TINKER AFB</b>	<b>2 0 X X</b>
	<b>AIRFIELD PASS</b>	
72 OSS AUTHORIZATION: _____ 72 OSS/OSAM Airfield Management		
PROPERTY OF THE U.S. GOVERNMENT - DUPLICATIONS PROHIBITED - IF LOST/FOUND CALL 734-5328 TVA 11-2      DIST: X      OPR: 72 OSS/OSAM      AUTH: TAFBI 13-202		

NO. _____	<b>TINKER AFB</b>	<b>2 0 X X</b>
	<b>RAMP PASS</b>	
(NOT VALID IN CMA OR MRMA)		
72 OSS AUTHORIZATION: _____ 72 OSS/OSAM		
PROPERTY OF THE U.S. GOVERNMENT - DUPLICATIONS PROHIBITED - IF LOST/FOUND CALL 734-5328 TVA 11-3      DIST: X      OPR: 72 OSS/OSAM      AUTH: TAFBI 13-		



**Attachment 15**  
**CALL SIGN LISTING**

<u><b>FUNCTION/ORGANIZATION</b></u>	<u><b>VEHICLE CALL SIGN</b></u>
AIRFIELD MANAGER	AIRFIELD-1
ASSISTANT AIRFIELD MANAGER	AIRFIELD-2
AM OPERATIONS (Truck)	AIRFIELD-3
AM OPERATIONS (Small pickup)	AIRFIELD-4
	Portables OPS-25 thru 34
OC-ALC/CC	DEPOT-1
OC-ALC/CA	DEPOT-2
ABW/CC	TINKER-1
ABW/CV	TINKER-2
ABW (command staff)	STAFF-1
OSS/CC	THUNDERHAWK
OSS/DO	THUNDERHAWK BRAVO
OSS/AOF	OPS 1 and OPS 2
ATCALS	METNAV, ATCALS
OSS RADIO	RADIO REPAIR
TRANSIENT ALERT	ALERT 72, 73, 74 & ALERT TOW
TRANSIENT ALERT (QAE)	TAILGATE
SECURITY FORCES	
CC	CONDOR
Command and Operations	DEFENDER ONE SIERRA
AWACS Alert Area (Romeo Ramp)	ROMEO ONE SIERRA
AWACS Parking (Birdcage)	NOVEMBER ONE SIERRA
Navy Alert Parking- Romeo	SIERRA ONE SIERRA
AWACS Alert Area (Romeo Ramp)	TANGO ONE SIERRA
507 Parking Area	DELTA ONE SIERRA
507 ARW	
Supervisor of Flying (SOF)	OKIE SOF
Staff	TANKER STAFF
Safety	RESERVE SAFETY
Maintenance	DUTY BOOMER
	OKIE MAINTENANCE

(507 <sup>th</sup> Continued)	OKIE SUPER OKIE EXPEDITE OKIE LIFE SUPPORT OKIE RAVEN SOONER MAINTENANCE
552 ACW COMMAND STAFF 552 ACW OPERATIONS GROUP Supervisor of Flying Safety Maintenance	SENTRY-1, SENTRY-2 SENTRY OG RAMROD SENTRY SAFETY SENTRY EAGLE SENTRY HAWK SENTRY FALCON SENTRY RAVEN SENTRY SPARROW
Deicers Crash Recovery AGE	DEICER, DEICER SUPER SENTRY RECOVERY WHITE AGE, RED AGE
MEDICAL GROUP	MED NINETY EIGHT; MED NINETY NINE
72 ABW SAFETY	BASE SAFETY and BASE SAFETY BRAVO
USDA WILDLIFE SERVICES	USDA and WILDLIFE SERVICES
FIRE DEPARTMENT FD	TINKER FIRE CHIEF-1 and CHIEF-2 ENGINE-1 thru ENGINE-3 HAZMAT HIT-1 SQUAD-1 TRUCK-1 CRASH-1 thru CRASH-4 WATER-1 FIRE INSPECTOR-1 thru -3 FIRE TRAINING BRUSH-2; BRUSH-3 DONKEY-1, FIRE SUPPLY FIRE MARSHAL CE FAS CE QAE ENGINEERING SHOP
Base Civil Engineer/Fire Marshal CE FAS CE QAE ENGINEERING SHOP	CE SURVEY and CE ENGINEERS

READINESS	PHOENIX thru PHOENIX22
MOBILE COMMAND POST	PHOENIX READINESS
NAVY	
SCW-1/00	AJAX
SCW-1/01	AJAX LIMA
SCW-1/N3	AJAX OSCAR
MAINTENANCE	NAVY MAINTENANCE
ALC MAINTENANCE	FOD BOSS
	ALC MAINTENANCE
	ZULU MAINTENANCE
	YANKEE MAINTENANCE
FUELS	POL
ADT SECURITY TECH	ADT
TSS/CE	
Operations Manager	TSS OPS
Infrastructure Manager	INFRASTRUCTURE
Airfield Driving Training	TSS TRAINING
Emergency Response Team	ERT
TSS Mechanic	TSS MAINTENANCE
Interior Electric	INTERIOR ELECTRIC
Power Production	POWER PRO
Entomology	ENTOMOLOGY
Liquid Fuels	LIQUID FUELS
Exterior Plumbers	UTILITY PLUMBER, UTILITY LOCATOR
Pavements	PAVEMENT SHOP; RG SUPER; RG ELEVEN THRU RG SEVENTEEN
Sweeper	SCHWARTZ SWEEPER; GREEN SWEEPER; RG SWEEPER and TSS SWEEPER
Exterior Electric	AIRFIELD LIGHTING, ELECTRIC SUPER, ELECTRIC 84 THUR 89 and ELECTRIC 95
IWTP	OCEAN WATER
Special Structures	TSS STRUCTURE
Ice/Snow On-Site Supervisor	SNOW BOSS

Deicer Equipment	EPOKE & BATTS
Brooms	BROOM FIVE HUNDRED; BROOM SIX HUNDRED; & BROOM SEVEN HUNDRED
Rollovers	ROLLOVER EIGHT & NINE HUNDRED
Blower	SNOW BLOWER
ENVIRONMENTAL MANAGEMENT	BASE EM; EM CONTRACTOR
TRACE INC.	
Project Manager	TRACE MANAGER
Asst. Project Manager	TRACE ASSISTANT
QCI	TRACE QUALITY
Mechanic	TRACE MECHANIC
Tractor Operator	TRACE TRACTOR
Mower	MOWER THIRTY; MOWER FORTY; MOWER FIFTY; MOWER SIXTY; MOWER SEVENTY; MOWER EIGHTY;
Work Order Crew	TRACE CREW
72 MSG/LRDRT	
Air Freight	AIR FREIGHT; ATOC TRUCK and ATOC LOADER
Terminal	PAX TERMINAL
72 MSG/LRG (Motor Pool)	
All Drivers	MUSTANG BUS; MUSTANG DRIVER; MUSTANG SEDAN and MOTOR POOL MAINTENANCE
72 ABW/SC	
Red River	BULLDOG FIVE, SIX, SEVEN & EIGHT
OMNITEC	BOXER FOUR, FIVE AND SIX
NETWORK OPERATIONS	SHEPPARD FOUR
*Current listing of call signs are kept at AM counter and ATC.	